

# ANNUAL REPORT OF THE PUBLIC PRINTER

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FOR THE FISCAL YEAR  
ENDED JUNE 30, 1922



WASHINGTON  
GOVERNMENT PRINTING OFFICE

1923

# ANNUAL REPORT OF THE PUBLIC PRINTER

## GOVERNMENT PRINTING OFFICE.

*Public Printer*—George H. Carter, Iowa.  
*Deputy Public Printer*—John Greene, Massachusetts.  
*Production Manager*—Capt. Elwood S. Moorhead, Pennsylvania.  
*Foreman of Printing*—Henry W. Weber, Indiana.  
*Night Foreman of Printing*—Marion E. Bullock, Kansas.  
*Foreman of Presswork*—Bert E. Bair, Michigan.  
*Foreman of Binding*—Martin R. Speelman, Missouri.  
*Foreman of Platemaking*—Edward G. Whall, Massachusetts.  
*Superintendent of Accounts*—James K. Wallace, Ohio.  
*Superintendent of Buildings*—Maj. Walter R. Metz, New York.  
*Superintendent of Documents*—Alton P. Tisdell, Ohio.  
*Chief Clerk*—Henry H. Wright, New York.  
*Secretary to the Public Printer*—Miss Mary A. Tate, Tennessee.  
*Cashier and Paymaster*—Edward J. Wilver, Pennsylvania.  
*Medical and Sanitary Officer*—Daniel P. Bush, Nebraska.  
*Purchasing Agent*—Ernest E. Emerson, Maryland.  
*Storekeeper and Traffic Manager*—William H. Kervin, New York.  
*Chief of Tests*—Edward O. Reed, District of Columbia.  
*Chief Machinist*—Michael J. McInerney, New York.  
*Chief Electrician*—Capt. Edward H. Brian, District of Columbia.  
*Chief Engineer*—Edgar G. Ewing, Pennsylvania.  
*Chief Carpenter*—Abraam B. Batton, Maryland.

# ANNUAL REPORT OF THE PUBLIC PRINTER.

OFFICE OF THE PUBLIC PRINTER,

December 4, 1922.

*To the Congress of the United States:*

In compliance with law, I have the honor to submit herewith the report of the Public Printer for the fiscal year ended June 30, 1922. This report covers the first full year that I have been in charge of the Government Printing Office, my appointment by the President covering only the last three months of the preceding fiscal year.

The report of the Public Printer for the fiscal year ended June 30, 1921, stated that the unexpended balance left in the United States Treasury on that date amounted to approximately \$2,400,000, all of which might have been spent in extravagant purchases at exorbitant prices had there been a disposition on my part to follow the precedents of this office. Outstanding obligations have reduced the balance unexpended of the 1921 printing appropriations to \$2,299,144.17, which represents the actual amount saved out of the funds available to the Public Printer for that year. In addition to this sum, the unexpended balance for the fiscal year ended June 30, 1922, amounts to approximately \$2,114,818.15 more.

At the beginning of the fiscal year 1922 the Public Printer guaranteed to the Bureau of the Budget a saving of at least \$1,123,536.70 out of the printing funds appropriated for that year. It is evident, therefore, that this guarantee has been more than made good by saving almost \$1,000,000 in excess of the promised reduction.

The following table gives a summary of the financial condition of the Government Printing Office as of June 30, 1922, with adjustments to September 30, 1922:

|  | Appropriations and repays. | Disbursements and obligations. | Unexpended balance. |
|--|----------------------------|--------------------------------|---------------------|
| Salaries.....  | \$202,310.00               | \$179,069.00                   | \$23,241.00         |
| Payment for legal holidays.....  | 300,000.00                 | 288,372.59                     | 11,627.41           |
| Annual leaves of absence.....  | 602,618.00                 | 602,473.29                     | 144.71              |
| Appropriation.....   | \$560,000.00               |                                |                     |
| Deficiency Dec. 15, 1921.....  | 17,618.00                  |                                |                     |
| Transfer from public printing and binding..  | 25,000.00                  |                                |                     |
| Public printing and binding.....   | 6,583,545.73               | 4,517,819.05                   | 2,065,726.68        |
| Appropriation.....   | 6,256,390.00               |                                |                     |
| Agriculture and Smithsonian reappropriation for 1922.....                                | 166,702.70                 |                                |                     |
| Post Office deficiency, Dec. 15, 1921.....   | 150,000.00                 |                                |                     |
| United States Supreme Court and United States Patent Office deficiency July 1, 1922..... | 35,453.03                  |                                |                     |
|  | 6,608,545.73               |                                |                     |
| Less transfer to leaves of absence.....  | 25,000.00                  |                                |                     |
|  | 6,583,545.73               |                                |                     |
| Departmental repay collections.....  | 3,696,656.56               | 3,696,656.56                   | .....               |
| Total.....   | 11,385,130.29              | 9,284,390.49                   | 2,100,739.80        |
| Salaries, public documents office.....   | 215,393.20                 | 209,804.19                     | 5,589.01            |
| General expenses, public documents office.....   | 180,000.00                 | 171,510.66                     | 8,489.34            |
| Salaries and expenses, Congressional Record Index.....                                   | 9,100.00                   | 9,100.00                       | .....               |
| Total.....   | 404,493.20                 | 390,414.85                     | 14,078.35           |
| Grand total.....   | 11,789,623.49              | 9,674,805.34                   | 2,114,818.15        |

The unexpended balances of the 1921 and 1922 appropriations thus make the total saving in printing funds placed at my disposal since the taking over of the office amount to \$4,413,962.32. From this sum will be deducted the cost of connecting the Government Printing Office and the City Post Office by tunnel with the Capitol power plant for heat, light, and power, which was authorized by Congress in the act approved July 1, 1922. Nevertheless, the final credit in the Treasury will be well over the \$4,000,000 mark, which far exceeds any saving that has ever been made before in the history of the Government Printing Office.

#### DEPOSIT OF MISCELLANEOUS RECEIPTS.

In addition to the unexpended balances to the credit of the Government Printing Office on the books of the Treasury, the Public Printer has deposited actual cash in the Treasury to the amount of \$699,294.30, which he received from miscellaneous sources, principally the sale of waste paper, condemned material, congressional speeches, and Government publications during the fiscal years 1921 and 1922. Of this sum, \$409,111.55 was turned into the Treasury as miscellaneous receipts in 1921, when larger quantities of waste paper were handled and sold by this office for other departments of the Government, and \$290,182.75 was received in 1922. None of that money was available under the law for further expenditure by this office, but it is interesting to note that such a large sum was collected and placed in the Treasury by the Government Printing Office to help pay the general expenses of the entire Government.

The above funds were left unexpended in the Treasury, although at the same time more extensive alterations, improvements, and necessary repairs have been made in every part of the plant than during all of the period since the new building was erected, more than 20 years ago. This economy in expenditures has been brought about notwithstanding the higher wages authorized by law and the war-time prices demanded for machinery, equipment, and other materials.

A more efficient and businesslike administration of the Government Printing Office is the real explanation of this large saving in the public funds. Much credit for the accomplishment is due to the able and loyal staff of officers I have been privileged to have associated with me in this work and also to the increasing efficiency and enthusiastic support of the rank and file of employees throughout the big print shop. It would be unfair for me to proceed further in this report without making grateful acknowledgment of the cordial co-operation that marks the finest esprit de corps ever known in the 60 years that the Government has had a printing office of its own.

Much of this good fellowship, which naturally is reflected by increased production, is due to the better conditions that have been provided during the year for the comfort and enjoyment of the working forces. The new cafeteria, Harding Hall, and attractive rest and recreation rooms, have been of inestimable service in bringing health and happiness to an army of workers whose welfare had been neglected too long by the Government. It is to this new life and brighter prospect that the Government Printing Office can contribute its recent advancement to a place among the most efficient and successful industrial plants of the country.

#### REDUCTION IN NUMBER OF EMPLOYEES.

Due largely to the increased efficiency of a more contented and skilled force, it was possible to reduce the number of employees during the year to the pre-war basis. The number on the rolls of the Government Printing Office on



June 30, 1914, was 4,007. The highest number was reached in October, 1918, when there were 5,307 employees on the rolls. The number enrolled on June 30, 1922, was 4,111, a reduction of 1,196 from the war-time peak and 277 less than on June 30, 1921. The number of employees on the rolls in December, 1922, was 3,978, which is 481 less than on April 5, 1921, when I became Public Printer. It is believed that this represents about the minimum to which it is safe to go with the present and prospective volume of work required of the office. The present roll is the lowest the office has had for more than 10 years, except for a short period in 1915, the last time that Congress was not in session from March until December.

Notwithstanding such a decided decrease in the working force, production is steadily increasing. The computed charges for work completed during the fiscal year ended June 30, 1922, were \$10,159,436.42, as compared with \$6,402,585.49 for 1913, when the working force numbered 4,022, or only 89 less than on June 30, 1922. In fairness it should be stated, however, that increased wages and higher cost of material added heavily to the charges for printing during the war and post-war periods. But, even taking this fact into consideration, the office records show that the actual production per employee has materially increased during the past year, as indicated by the computed charges for work done.

The taxpayers at least will undoubtedly be interested in the fact that the cost of Government printing and binding during the year ended June 30, 1922, was \$2,716,926, or 21 per cent, less than for the preceding year, when the charges reached \$12,876,362.86, the high-water mark in the records of the Government Printing Office. Of this notable decrease, \$1,787,776.41 was due to lower expenditures for paper used during the year. The total charges for paper used in printing and binding during the year amounted to \$2,570,709.81, or 27 per cent of the entire cost of the work done by this office. The preceding year the charge for paper was 37 per cent of the total for Government printing.

Such a creditable reduction in printing expenditures was accomplished last year despite the fact that 1,332 more orders were received from the departments and Congress than in the preceding year, the number of orders for the fiscal year 1922 totaling 57,853. This indicates that, while some departments decreased the number of copies and size of their publications, they generally required more work of this office, especially in composition, than during the preceding year. Incidentally they took full advantage of the decreased charges, especially for paper.

#### PRODUCTION RECORD FOR THE YEAR.

The real proof of increased efficiency is to be found, of course, in the record of work actually done. Here are the facts:

The total number of ems of type set during the fiscal year 1922 was 2,354,450,500, an increase of 132,835,300 ems, or 6 per cent more than in the preceding year. This record was made by an average of 46 less employees working in the composing sections (machine, hand, and job) than the average for the year before.

The platemaking division kept pace with the printing division in increased production for the year, having made 12,709,625 square inches of electrotype and stereotype plates, an increase of 803,591 square inches, or 7 per cent, over the preceding year, with an average of 10 less employees on the roll. This division has measured up to every requirement and has set a new mark in turning out Congressional Record plates at the rate of one a minute whenever occasion demanded. One night 140 Record plates were made in 128 minutes,

and on another occasion recently 124 plates were made for the Record in 86 minutes, including 10 minutes lost for remolding and duplicate casts.

\* The bindery also has come through the year in a very creditable manner with 206 less employees, a reduction of 17 per cent from its force at the beginning of the fiscal year. The lay-off in the bindery was due especially to a marked decrease in the amount of handwork incident to a discontinuation of more pretentiously bound documents and the substitution of smaller pamphlets, which are nearly all machine products. This is shown by the following machine work done during 1922 as compared with the preceding fiscal year: Sheets folded, 208,668,219, an increase of 15,340,234; signatures gathered, 128,262,237, an increase of 18,615,942; copies wire stitched 46,261,538, an increase of 381,122; tips made, 4,943,200, an increase of 1,471,414.

On the other hand, bookwork for the year decreased as follows in comparison with the preceding year: Signatures sewed, 72,007,352, a decrease of 3,530,493; books rounded and backed, 1,149,363, a decrease of 114,725; books marbled and edged, 194,096, a decrease of 39,165; books cased in (cloth covered), 1,182,251, a decrease of 195,063; books paper-covered, 4,943,062, a decrease of 648,437; copies punched or drilled, 93,681,368, a decrease of 3,974,705; sheets perforated, 9,366,138, a decrease of 4,793,254.

With a curtailment in the big editions of Government publications, there came a corresponding decrease in the work of the pressrooms where the number of chargeable impressions for the year numbered 2,099,473,275 as compared with 2,317,644,449 the preceding year, a decrease of 218,171,174. The number of forms sent to press during the year was 161,905, a decrease of 5,730, with 31 employees on the rolls.

#### PRINTING INKS AND ROLLERS MADE.

Practically all the ink and rollers for the 160 presses of the Government Printing Office are made in the presswork division. The ink mills produced 105,855 pounds of printing inks during the year, not including more than 19,000 pounds of old ink bought by the Army as a war material, which had to be remixed before it was fit for use. In all, 49 different kinds of inks were made at much less cost than the commercial price for similar grades. The total expenditure for ink made during the year was \$4,870.48 less than for the preceding year, when 7,775 less pounds were produced than in 1922. The roller-making section molded 3,622 rollers for the printing presses of the office, at \$1.108 less cost than the preceding year, when 59 more rollers were made. For these rollers 29,127 pounds of composition were used.

The presswork division has responded splendidly to every call made upon it during the year. Some of the demands could not have been met by any other press force in the world. For instance, 91,976,600 income tax forms for 1922 were printed in about 30 days last January, the office being called upon to make up for the long delay by the department in preparing copy for these forms. Had it not been for the great speed with which the forms came from our big battery of presses, income tax returns could not have been made by thousands of taxpayers within the time fixed by law. The printing of the income tax forms alone required 1,172,159 pounds of paper, cut into 8,775,692 sheets. The total cost of the forms was approximately \$350,000.

Another job of the highest importance handled by the office in record time was the Report and Minutes of the Conference on the Limitation of Armament. This document made 910 printed pages, every line of which was set by the Government Printing Office in 20 hours. The first form of the fifty-seven 16-page signatures reached the pressroom at 10.30 a. m., and 1,500 complete copies

were sent to the bindery by 5.30 p. m. of the same day. Paper-bound copies were delivered to the President and Congress at 9 a. m. the following morning or 40 hours after the manuscript copy was received by the office. The printing was done on 23 automatically fed presses, which turned out 185,820 impressions, requiring 6,650 pounds of paper for the 3,260 copies issued.

In congratulating the office on this remarkable record, the Secretary of State, Mr. Hughes, wrote the Public Printer as follows under date of March 7, 1922:

I have delayed writing you only because an adequate opportunity was lacking to express my high appreciation of the very unusual service which you rendered during the Conference on the Limitation of Armament. I question whether any other printing establishment in any country could have performed the work done by the Government Printing Office, especially in consideration of the high standard of printing that was maintained throughout. On several occasions your effective cooperation was absolutely essential and in every instance was rendered most cheerfully and successfully.

Accordingly, I trust you will accept my most cordial thanks for your assistance, and I wish you would also say to all the employees of your office how much their efficiency and unselfish devotion to duty added to the success of our labors during the conference.

#### WORK DONE FOR THE POSTAL SERVICE.

Printing for the Postal Service is rapidly becoming one of the chief functions of the Government Printing Office. Literally hundreds of millions of copies of printed matter are now being produced annually by this plant to meet the tremendous demands of the Postal Service. For example, there were printed during the year 200,000,000 money-order application blanks, 160,000,000 money-order forms, 60,000,000 special-delivery slips, 50,000,000 special mail notices, 39,000,000 registry cards and receipts, 10,000,000 change-of-address cards, and many other orders of from one to six million copies each.

It is worthy of note here that the printing of money orders is one of the best business barometers that can be consulted. The requisitions for money-order forms and blanks which come from all parts of the United States forecast local trade conditions far in advance of nearly every other means of determining the prosperity or depression of the money-spending public. Thus it was that the Public Printer was able to predict in an address before the Franklin Typothetæ at Chicago last April that business was picking up and that brighter days were immediately ahead for those who had goods to sell to the millions of money-order customers. This assurance was sustained by the fact that during the fiscal year 1922 the office printed and shipped to postmasters throughout the country more than 4,000,000 money-order forms in excess of the number required during the year 1920.

Of postal cards alone, there were printed 989,978,000, or in round numbers nearly a billion, during the year. This was somewhat of a decrease from the 1921 output but was 290,677,580 more than were printed in 1920.

As may be expected, the Congressional Record is the biggest and most costly publication printed by this office; in fact, the Government Printing Office was established primarily for that purpose some 60 years ago. Although only 32,700 copies are printed of the daily Record and about 4,800 sets bound of the permanent Record, the publication is exceedingly expensive owing to its great bulk. A single day's proceedings often makes from 50 to 100 printed pages, all of which have to be set, printed, and delivered in the 12 hours between 7 p. m. and 7 a. m. of the same night. The Record for the first and second sessions of the Sixty-seventh Congress, most of which was printed during the fiscal year 1922, makes 27,050 type pages, as compared with 37,501 pages for the preceding year.

## COST OF THE CONGRESSIONAL RECORD.

The cost of printing the Record, including the daily and bound editions and the index, for the year 1922 was \$713,085.79. This is an increase of \$212,926.34 over 1921 and a decrease of \$180,132.73 from the high-water mark of 1920, which was established by the Sixty-sixth Congress. The total cost of printing the Record for the four years, 1919-1922 inclusive, was \$2,644,104.01, or an average of \$661,026 a year.

However, the Congressional Record is the most economical publication issued by the Government so far as illustrations are concerned. The total cost of the pictures which embellished the Records of 1922 was only \$147.87, and even this sum was \$53.86 more than was spent for that purpose in 1921.

In this connection, it should be stated also that a saving of from \$15,000 to \$20,000 a year has been effected by changing the style of binding the permanent Record from half russia leather and paper-covered sides to full buckram, which is, in fact, a more durable material. This change was made with the approval of the Joint Committee on Printing, which has also decided that hereafter the Record shall be bound only in the one style. Formerly some Members of Congress had their personal sets rebound in half morocco.

Bills and resolutions printed for both branches of Congress in the fiscal year 1922 cost \$142,993.44, a decrease of \$34,743.50 from 1921. The total number of different bills and resolutions so printed was 11,636 as compared with 14,298 the preceding year.

## PRINTING OF PATENT SPECIFICATIONS.

The Congressional Record will, however, soon have to look to its laurels as the biggest job handled by the world's greatest print shop. The expense of printing patent specifications is rapidly nearing the cost of the Record and bids fair to exceed even the output of the most talkative Congress in the near future. During the fiscal year 1922 there were set 125,457 pages of type for patent specifications, an increase of 11,890 over 1921. This composition kept half a hundred linotype machines busy every working day throughout the year. With the reorganization of the Patent Office to handle its work more expeditiously, there is every indication that within the next few years at least 75 machines will be required every day to set patent specifications. Only 100 copies of each patent specification are printed, as a rule, but the issue of patents, trade-marks, and designs average at least 1,000 a week. This work alone requires the setting of nearly half a billion ems of type annually. The cost of printing patent specifications for the fiscal year 1922 was \$428,562.31, a decrease of \$23,147.19 from the cost for 1921, due chiefly to the lower price of paper.

The weekly Patent Gazette is another big item of expense to the Government, although it has more than 4,000 paid subscribers. For the fiscal year 1922 the Gazette had a total of 19,225 type pages, an increase of 1,849 over the preceding year. It cost \$155,483.99, which was \$17,678.73 less than in 1921. The subscription price of the Gazette has for years been fixed by law at \$5 per annum. This is \$3.25 less than the actual cost to the Government per subscriber for paper and presswork alone, not including composition. Thus the loss to the Government for the year was \$13,373.75 on the present subscription basis. It has been proposed to increase the subscription price to \$10 a year, but this the Patent Office seems reluctant to do, on account of the other large revenues it derives from the issue of patents. If the handling of Patent Gazette subscriptions were turned over entirely to the Superintendent of Documents to be sold by him at reprint cost, plus 10 per cent, the same as



other Government publications, a saving of fully \$30,000 a year could be effected in the appropriation for the Patent Office.

#### DEPARTMENTAL REPORTS AND DOCUMENTS.

The number of copies of annual reports and documents printed for the various departments and establishments of the Government totaled 65,518,514 for the fiscal year 1922, or 2,559,483 less than in 1921. The decrease in number and size of annual reports was due largely to the activities of the Bureau of the Budget and the Permanent Conference on Printing in urging the departments and other establishments of the Government to take advantage of the law authorizing them to file, rather than print, many reports and statistics of little or no public concern.

The cost of printing annual reports for the fiscal year 1922 decreased from \$360,436.65 for 1921 to \$180,459.24, a saving of \$179,977.41 for the year. Of annual reports alone, not including other departmental publications, there were printed 125,149 less copies in 1922 than in 1921, with a total reduction of 28,352 type pages.

The Treasury Department took the lead in the reduction of its annual reports and documents, slashing off 9,084,581 copies during the year, with a total of 5,142,859 against nearly three times that number, or 14,227,440, printed in 1921. The Interior Department followed with a reduction of 1,819,649 copies, ordering a total of 2,854,331 in 1922 as compared with 4,673,980 in 1921. The Post Office Department shows a net decrease of 481,126 copies, from 4,557,631 in 1921 to 4,076,505 in 1922. The Department of Labor cut its publications from 1,676,920 copies in 1921 to 1,243,202 in 1922, a reduction of 433,718 for the year. Almost a 50 per cent reduction was made by the Department of Justice, which dropped 28,326 copies off its total of 49,710 for 1921, making its 1922 issue, 21,384, the smallest of any executive department.

The greatest number of publications was, as usual, printed for the Department of Agriculture, its total for the fiscal year 1922 reaching 32,368,694 copies, an increase of 2,928,586 over 1921. This total for Agriculture alone is 9,000,000 more copies than were printed for all the nine other executive departments combined, and almost half the entire number printed for all the 45 executive departments and independent establishments of the Government.

Included in the publications printed for the Department of Agriculture in 1922 were 13,894,100 copies of Farmers' Bulletins, four-fifths of which were by law printed for distribution by Members of Congress, the remaining one-fifth being allotted to the department. This was 2,931,801 more copies of Farmers' Bulletins than were printed in 1921.

#### ARMY AND NAVY PUBLICATIONS.

The recent Conference on the Limitation of Armament evidently overlooked a vital point in failing to fix a limit to the number of reports and documents that can be printed for the Army and Navy of each of the signatory powers. It may be an assurance of peace, however, that the War and Navy Departments are decreasing their expenditures for shot and battleships and increasing their outlay for paper and printer's ink. The fact is, there were more copies printed for the War Department in the fiscal year 1922 than for any other department of the Government, except Agriculture. The War Department easily leads all the other departments and establishments of the Government in the growth of its publishing activities, jumping from a total of 4,717,910 copies of reports and documents printed in 1921 to 9,026,599 in 1922, an increase of nearly 100 per cent in a single year of peace. These figures do not include



the thousands of publications printed by the various Army plants scattered throughout the country over which this office has no control.

The Navy is somewhat more modest in its publications. It issued only 2,382,155 copies in 1922, an increase of 278,735 over 1921. Even this increase alone almost equals the entire number issued by the State Department during the year that it was so busy negotiating treaties for the limitation of naval armament, so that it can not be said that the scrapping of warships has up to date effected any economy in printing for the Navy.

As a further comparison, it is interesting to note that the War and Navy Departments printed nearly as many publications during the year 1922 as all the other executive departments combined, except Treasury and Agriculture. In other words, there were more reports and documents issued in behalf of military and naval activities than in the interest of education, labor, commerce, justice, postal service, and peaceful foreign relations.

The Department of Commerce kept pace with its larger activities in the publication of 3,532,769 copies of reports and documents during the year 1922, an increase of 1,726,002 over 1921.

Publications smaller than octavo decreased 6,931,647 copies in the fiscal year 1922, with a total of only 2,600,705 as compared with 9,532,352 in 1921. The cost for 1921 was \$308,088.55, against \$139,783.91 for 1922, a decrease of \$168,304.64.

Octavo publications, the ordinary pamphlet and book size, increased in number of copies from 53,410,020 for 1921 to 70,992,690 for 1922, or 17,582,670 more, consisting largely of Farmers' Bulletins. With cheaper paper and greater efficiency, the increased output for 1922 cost \$445,260.59 less than in 1921, when the total of octavo publications cost \$3,248,062.43, as compared with \$2,802,801.84 for 1922.

Of royal octavo publications, there were 2,510,814 copies issued in 1922, or 1,358,797 less than in 1921. The cost was \$371,739.35, which was \$45,844.64 under the expenditure for royal octavos in 1921.

Quarto publications totaled 11,123,434 copies in 1922, or 2,080,169 less than in 1921, but cost \$50,238.62 more on account of the greater number of type pages set, which increased the charges for composition by more than \$93,000.

Printed blanks, notices, schedules, and cards topped the 2,000,000,000 mark by 94,114,345 in 1922, but even this was 687,309,166 less than in 1921, when 2,781,423,511 were printed, as compared with 2,094,114,345 for the year 1922. The cost in 1922 was \$2,681,246.54, against \$4,289,615.16 in 1921, a reduction of \$1,608,368.62 for job work.

#### REDUCTION IN EMBOSSED STATIONERY.

Embossed stationery is becoming a scarcity in all branches of the Government service instead of a luxury once so generously enjoyed by even the lowliest clerk. In faithful compliance with the ban placed on embossed letterheads and envelopes by the Bureau of the Budget and the Permanent Conference on Printing, the number executed by the office for the various departments and establishments of the Government dropped from 2,479,800 in 1921 to 877,402 in 1922, a decrease of 1,602,398 for the year, and a saving of more than \$10,000. The cost of stationery embossed for the departments and independent establishments in 1921 was \$16,490.99 and in 1922, \$6,050.72. The embossing of stationery at public expense for Members and committees of Congress was discontinued nine years ago by order of the Joint Committee on Printing.

Another commendable economy in printing was the reduction in the cost of authors' corrections on proof, due in part to the better preparation of copy

by the departments. Authors' corrections are generally made necessary on account of careless, indifferent, or inaccurate writers who want to see how their manuscripts look in type before undertaking the real work of revising them. Authors' corrections cost the Government \$191,173.54 in 1922, but even this sum was \$37,423.76 less than in 1921 and \$48,884.76 less than in 1920, due chiefly to the vigorous stand taken by the Bureau of the Budget and the Permanent Conference on Printing against the careless and wasteful ways of preparing copy for the printer.

#### REVISION OF PRINTING STYLE MANUAL.

A thorough revision of the Style Manual of the Government Printing Office and its approval by the Joint Committee on Printing and the Permanent Conference on Printing have been most important factors in reducing the cost of authors' corrections. The new Style Manual was prepared under the direction of the Public Printer in accordance with section 51 of the printing act approved January 12, 1895, which provides that:

The forms and style in which the printing or binding ordered by any of the departments shall be executed, and the material and the size of type to be used, shall be determined by the Public Printer, having proper regard to economy, workmanship, and the purposes for which the work is needed.

There had been no revision of the manual for nine years and the style of Government printing had seriously deteriorated in the meantime through lack of uniformity and careless disregard of the rules for good printing. Consequently, a board of revision, consisting of seven of the best qualified craftsmen of the Government Printing Office, was designated by the Public Printer to make a complete revision of the old Style Manual. How well they have performed this task is evidenced by the unanimous approval that has been given the result of their study for several months of the best authorities on writing and printing. The revised manual was adopted as the style to be followed by all departments and establishments of the Government on and after February 15, 1922.

To continue the good work of this board, a permanent board on revision of the Style Manual has been organized and now all questions of style which arise from time to time are referred to the board for its prompt consideration and report. This undoubtedly will help much to maintain the present high standard of Government printing and insure a greater uniformity of style than has been possible heretofore with no active board constantly on guard to uphold the work of this office as the model for all good writers and good printers.

#### EXTRA CHARGES FOR "RUSH" WORK.

A disturbing element in the orderly operation of the Government Printing Office is the frequent demand for "rush" work. The total extra cost of work which had to be done ahead of the usual routine, frequently displacing other important jobs well in hand, was \$251,068.33. Of this amount, however, all but \$32,868.96 was charged to Congress, nearly all of the work for which has to be done at night on a "rush" schedule. That the departments and other establishments are content to have their jobs handled in the ordinary way, thereby saving the 20 per cent extra charged for rush work, is shown by the small amount charged against them, for rush work in 1922 was \$15,000 less than in 1921. The total extra charge for all rush printing done in 1922 was \$29,458.27 more than in 1921, due to the increased work for Congress, and \$136,606.84 less than for 1920, when little effort was made to curb this extra expense.

In addition to the main office, the Public Printer has supervision over the branch printing and binding plants located in the Library of Congress. These branches are devoted almost exclusively to work for the Library. The principal task of the branch printing office is the production of library catalogue cards, of which 12,021,582 were printed in 1922, and the Monthly Catalogue of Copyright Entries. The catalogue cards are prepared not only for the use of the Library of Congress itself, but also for sale to a large number of libraries throughout the country. These cards are printed in 52 languages and dialects.

The Library bindery is engaged largely in binding books and newspapers and mounting maps for use and preservation by the Government. These include many rare publications and the precious manuscripts of famous Americans which are far too valuable or perishable to risk handling outside the Library building.

The Library printing office had an average of 25 employees during the year and its computed product was \$80,608.17, an increase of \$8,412.75, or 11½ per cent over 1921 for the same number working. The Library bindery had an average of 72 employees and its product was computed at \$135,067.30, an increase of \$7,914.99, or 6 per cent.

#### REQUISITIONS REVIEW BOARD.

The requisitions review board, which was organized in the Government Printing Office with the approval of the Director of the Bureau of the Budget, has done good work during the year in the review of requisitions for printing and binding received from the various departments and establishments of the Government to determine whether they comply with the law and conform to the economy standards of the present administration. This board did not begin to function regularly until January 5, 1922, but since that date the economies effected in public printing and binding through its recommendations up to the end of the fiscal year amounted to \$109,861.85. It is estimated that the complete saving brought about through the activities of this board from the time of its organization up to June 30, 1922, amount to \$137,000.

Included in the economies proposed by the review board are a number of permanent annual savings, amounting to fully \$38,000, such as binding the Statutes at Large in buckram instead of the more expensive but less durable sheepskin, binding permanent volumes of the Congressional Record also in buckram instead of paper and half russia, and the use of less expensive paper for the text of the Agricultural Yearbook.

The chief value of the review board, however, is due to the economies which the departments themselves now exercise in submitting requisitions for printing and binding which they know are to be carefully scrutinized by an expert board under duty to report all wastes and unnecessary duplication as well as to recommend whatever economies may seem desirable in the work as ordered. Special attention was called to the organization and work of this board in the Report of the Director of the Bureau of the Budget submitted to the President on July 1, 1922.

As a matter of office economy, the Public Printer also appointed a committee on blank forms, which likewise has rendered fine service in reducing and standardizing the printed forms used by the Government Printing Office. It was found that this office alone had printed 920 blank forms for its own use. The committee in its first report reduced this number to 629, and it is expected to make a further decrease as soon as the general accounting forms are adopted. The Superintendent of Accounts was given general charge of the blank forms so as to insure standardization and avoid unnecessary printing. This work he has well in hand.

## WEEKLY CONFERENCES OF FOREMEN.

Weekly conferences of all the foremen, assistant foremen, and other supervisory officers of the Government Printing Office, including both the day and night forces, are held every Monday morning. More than 50 of the men and women responsible for the operation of the big plant attend these conferences regularly, and spend an hour or two intently discussing shop problems that come up week after week.

The Public Printer presides over these meetings, at which he confers fully with his coworkers concerning all matters affecting their mutual interest in the successful operation of the plant. This exchange of ideas and suggestions has brought about a fine spirit of cooperation throughout the entire establishment and has been well worth all the time and thought required to sustain interest in the conferences throughout the year. Production records and plans for better handling the work are frequent subjects for these round-table talks, which have done more to bring the different divisions together in a united effort to produce printing and binding with economy and promptitude than was ever known before in the history of the big shop. Minutes are kept of each meeting and these are carefully reviewed so that full benefit may be had of all the subjects discussed and the conclusions reached.

## PERMANENT CONFERENCE ON PRINTING.

Although not a part of the Printing Office organization, the Permanent Conference on Printing, which was formed during the year under the direction of the Bureau of the Budget, is closely allied to this office inasmuch as the Public Printer is its permanent chairman. The Permanent Conference consists of representatives from each department and establishment of the Government. Its meetings are held regularly in the Government Printing Office, where the conference comes into direct touch with the operations of the plant and has immediate access to whatever records and officials its members may desire to consult from time to time.

The conference is most helpful to the Government Printing Office. It has made investigations and recommendations as to a number of subjects that have brought better relations between this office and the departments and has effected numerous worth-while economies in the public printing and binding. Among the subjects so considered during the year were the preparation of copy and authors' corrections, approval of the Style Manual of the Government Printing Office, the cost of "rush" work, standardization of the size and style of blank forms and publications, reduction in the number and size of annual reports, adoption of uniform calendars, manufacture of loose-leaf binders by the Government Printing Office, revision and restriction of mailing lists for publications distributed by the Superintendent of Documents, and the redrafting appropriation provisions for printing and binding. The printing economies thus participated in by the Permanent Conference on Printing amounted to more than \$326,000, according to the report which was submitted to the Bureau of the Budget covering the activities of the conference for the fiscal year 1922.

With all these conferences which regularly bring together nearly everyone in the public service, both in and out of the Government Printing Office, who has to do with printing matters, and the cordial support that has been given this office by the Joint Committee on Printing and the Bureau of the Budget, there has thus come about a united effort to place the printing activities of the Government on a firm and lasting business basis for the first time in its history. This office deeply appreciates such a cordial spirit of helpfulness and stands pledged at all times to do its full share toward carrying out the announced



program of "economy with efficiency," so that henceforth no apologies need be offered for the administration of the Government Printing Office.

#### LETTERS OF COMMENDATION RECEIVED.

In commendation of the work done by the Government Printing Office during the fiscal year 1922, numerous letters were received by the Public Printer from the heads of various departments and establishments of the Government. The following are extracts from some of these communications, which, I believe, ought to be made a matter of public record in justice to the efficient services of the employees of this office.

From the Secretary of the Treasury, under date of October 11, 1922:

In connection with the Treasury's offering of Treasury bonds of 1947-52, it has been necessary, as you know, to impose unusually heavy demands upon the Government Printing Office. The success of a popular loan of this nature is dependent almost wholly upon the extent to which the public is apprised of the offering, and in this connection I am pleased to take this opportunity to express my appreciation of the assistance and cooperation extended by your office.

From the Secretary of the Navy, under date of October 13, 1921:

I am informed by the Bureau of Navigation that request was made by that bureau September 30, 1921, under requisition 972, for 200,000 envelopes, and requisition 973, dated September 30, 1921, for approximately 2,000,000 printed letters in connection with the disenrollment of the Naval Reserve Force, Classes 2, 3, 4, and 5. Both requisitions were taken to the Printing Office about 3 p. m. September 30, and at 8 o'clock on the following day, October 1, 110,000 letters and 87,500 envelopes were placed on a truck provided by the Navy Department. Five hundred thousand letters were delivered on the afternoon of the same day and the balance of 1,500,000 letters was delivered October 2 and 3.

The department desires to express its appreciation of the efficiency demonstrated by your force in carrying out this large order and the courtesy and cooperation of the officials responsible for assisting the Navy Department to secure so promptly the printed matter, without which the work of disenrolling the Naval Reserves could not have proceeded.

From the Secretary of Labor, under date of October 9, 1922:

The Commissioner of Labor Statistics recently has found it necessary to make a number of requests for exceptional service by the Government Printing Office in connection with the printing for that bureau. These requests have been met with such uniform dispatch that the commissioner has sent to the Division of Publications and Supplies the following memorandum:

"I have noted for some time the expedition with which the work of this bureau has been put through the Government Printing Office. I have been especially gratified by the rapidity with which the papers for the ninth annual convention of the International Association of Industrial Accident Board and Commissions have been printed and delivered.

"This is but one of many instances of most satisfactory and quick action upon our publications, and I wish to take this occasion through you to thank the Government Printing Office for its splendid cooperation."

I am informed that this situation is not unusual, but that other bureaus have indicated their appreciation of the service recently received from your office.

It therefore affords me much satisfaction to forward this memorandum of the Commissioner of Labor Statistics to you with the expression of hope that the present cordial cooperation between the Government Printing Office and the Department of Labor may be maintained.

From the Director of the Bureau of the Budget, Gen. Chas. G. Dawes, under date of November 28, 1921:

I want to congratulate your efficient organization for the splendid cooperation they gave in printing the report of the Director of the Bureau of the Budget. Numerous last-minute changes necessitated a number of revised proofs, and to Mr. H. W. Weber, assistant foreman of printing, and to Mr. M. E. Bullock, foreman of printing (night), is due great credit for the expeditious manner in which the work was handled.



From the Assistant Secretary of Agriculture, Mr. Pugsley, under date of March 2, 1922:

On February 10 we sent down to you about 5 p. m. the manuscript for a department circular on "Commercial Control of Citrus Scab," with the request that it be given prompt attention and that an effort be made to issue it by February 15. The page proof of this circular was received in the Division of Publications at noon on February 11 and the completed circular was delivered to us February 14. It is certainly gratifying to be able to make available to the public so promptly the results of our scientific research, and I want you and your force to know that we appreciate your cooperation.

From the Secretary of the Interstate Commerce Commission, under date of September 20, 1921:

The commission desires to express its appreciation of the promptness with which your office printed and delivered the Preliminary Abstract of Statistics of Common Carriers for the year ended December 31, 1921, under Printing Office jacket No. 9508. Copy for this document which consists of some 30 pages of tabulation was sent to your office on the afternoon of September 6, proof was delivered on the 9th, copy sent to press on the 12th, and delivery of the completed document was made on the 14th of September.

We requested that the printing of this document be expedited, as it was considered essential in view of the present railroad situation that the figures contained in this report be made available to those interested at the earliest possible moment, with the gratifying results above indicated.

From the Coordinator for Supply, General Supply Committee, under date of July 8, 1922:

Complete delivery of the General Schedule of Supplies for the fiscal year 1923 has now been made, comprising 3,500 paper-bound copies, 900 cloth-bound, 100 pages printed one side only, and 200 loose-leaf copies, the last of the loose-leaf copies being received yesterday.

This office desires to express its appreciation of the splendid work of the Government Printing Office in connection with the printing and binding of this publication. The General Schedule of Supplies this year contains 594 pages, and although over 100 pages larger than last year, the first delivery was made June 26, 1922, only one day later than last year's, and complete delivery of the cloth-bound schedules was made by June 28, and practically complete delivery of the paper-bound schedules by June 30.

Through the excellent cooperation of the Deputy Public Printer and the chiefs and employees of the plant, this work was consummated, and this office desires to state that it appreciates the efforts put forth.

Many thanks to you and the officials and employees of the Government Printing Office who assisted in this work.

From Lieut. Col. C. O. Sherrill, executive and disbursing officer, Lincoln Memorial Commission, under date of June 14, 1922:

The programs as gotten out by your force were very beautiful, and I desire to express my commendation of you and those who were engaged in producing the work, which reflects great credit on your establishment. I desire to especially mention Mr. Greene, Mr. Summers, and Mr. Clough for the great interest in getting out the programs on time. It was a big job and was most successfully accomplished.

#### DISTRIBUTION OF PUBLIC DOCUMENTS.

In addition to the printing of Government publications, it is the function of the Government Printing Office to distribute the great bulk of the printed matter which pours from its presses in a never-ending stream. This work is handled by the Superintendent of Documents under the direction of the Public Printer. The fiscal year 1922 was the biggest in the history of the Public Documents Office, which mailed more than 55,000,000 copies of publications during the year, an increase of 6,000,000 over the preceding year.

Of this number, 47,921,094 copies were distributed free on mailing lists furnished and controlled by the departments or establishments for which the

publications were printed. Of the remainder, 5,329,896 copies were sold by the Superintendent of Documents, who turned \$345,000 into the Treasury during the year as cash receipts from that source alone. Out of this sum, the Public Printer was reimbursed to the extent of \$200,000 for the printing of the sales publications. It is interesting to note how the sale of Government publications has grown from the 3,000 copies sold in 1895, when the Documents Office first began to function.

The sale of Government publications in 1922 represented 305,920 cash orders, an increase of 70,413 over the preceding year. Besides these orders, the Superintendent of Documents received 141,986 letters of inquiry relating to public documents, an increase for the year of 14,834. An indication of the keen interest which the public takes in up-to-date Government publications is shown by the subscription list for the Radio Service Bulletin, which jumped from 1,400 to 10,000 names in a single year.

Another "best seller" handled by the Superintendent of Documents last year was the United States Official Postal Guide, which this office printed for the first time in 1921. There were sold 24,000 copies of the Guide, which was almost 4,000 more than had been previously bought of any one edition issued by the private publisher who handled the Guide for many years. Incidentally, the public benefited through the printing of the Guide by this office, as the price for the bound volume and monthly supplements for 1921 was reduced to \$1.50 from \$2.25, which the private publisher had received for the 1920 edition. Another reduction was made by this office in the price of the 1922 Guide, which was fixed at \$1 for the bound volume and supplements combined, thus effecting a total saving of \$27,000 to the 25,000 subscribers in the first two years of the publication and distribution of the Postal Guide by the Government Printing Office. That the distribution of the annual Guide, with the special State list, abridged edition, and monthly supplements is no small task will be appreciated from the mere statement that 3,216,000 copies of the various editions and supplements of the Guide were mailed out during the year by the Superintendent of Documents.

#### SALE OF GOVERNMENT PUBLICATIONS.

The field for the sale of Government publications was greatly broadened by Congress, as recommended by the Public Printer, in the enactment of Public Resolution No. 57, approved May 27, 1922. This law gives the Superintendent of Documents authority to print and sell copies of any Government publication, not confidential in character, without limit as to the number of copies to any one applicant who agrees not to resell or distribute the same for profit. Prior to this act, the Superintendent of Documents could reprint for sale departmental publications only; and the purchaser was restricted to one copy, no matter what his needs might be for the information that the Government had gathered and printed at great cost and then refused to make available to the public except through a very limited and uncertain free distribution.

The Superintendent of Documents has thus become the greatest book salesman in the United States and now has at his disposal millions of Government publications that are of vital interest and importance to the public, covering, as they do, practically all of the activities of the Government since its establishment nearly a century and a half ago. Indeed, the present stock of the Superintendent of Documents consists of some 30,000,000 copies of publications.

The tremendous growth in the number of Government publications is readily apparent from the size of the library in the office of the Superintendent of Documents, which is the most complete and valuable collection extant of

the publications of the United States Government since its beginning in 1789. This library contains about 100,000 publications issued up to 1909. Since that time the number has increased to 300,000, or more than 200 per cent. In other words, the Federal Government has issued twice as many publications in the last 13 years as were printed for it during all of the first 121 years of its existence, from 1789 to 1909. At this rate of increase, which seemingly reached its maximum during the World War period, a Government Printing Office of ten times the capacity of the present plant and a force of at least 20,000 employees would have been required to keep pace with the mad war-time rush for publicity and propaganda at public expense. It is fortunate for the Federal Treasury, therefore, that a safe and sane course is being pursued by the present administration in its expenditures for printing as well as for other things.

#### GROSS WASTE OF FREE DISTRIBUTION.

The success of the Public Documents Office in the sale of Government publications, even with the limited facilities and inadequate force at its disposal, offers a strong argument for discontinuance of nearly all the present free distribution, much of which is grossly wasteful, and for centralizing the circulation of practically all Government publications on a sales basis by the Superintendent of Documents. With only a few possible exceptions, such as agricultural, educational, health, and labor bulletins and the Congressional Record, practically all Government publications should be sold and not given free distribution. The nominal price charged for Government publications, based merely upon reprint cost of paper and presswork, does not impose a burden on anyone who is really interested in the information thus made available to the public. Furthermore, it is human nature to place some value on even a pamphlet for which a few cents have been paid, while, on the other hand, a more pretentious publication which has been furnished free, and without even the asking in many instances, is usually consigned to the wastebasket.

Without doubt, the extensive free distribution of public documents has been a great benefit to the public and has kept the American people better informed as to the activities of their Government than are the people of any other nation in the world. But this distribution has been at an enormous expense and accompanied by tremendous waste. Now that the public has been so well advised as to governmental affairs, it would seem fitting that it should join in the necessary reduction of Government expenditures by paying for such publications as may be of benefit or interest, thereby placing the public printing upon a substantial business basis.

The great difficulty in the sale of Government publications has been the inability of this office to market its products the same as any other business concern would do. Up to the present, the Superintendent of Documents has had little or no funds or opportunity to advertise his great stock of books, or to acquaint the public with the inexhaustible source of useful information that the Government has provided in its thousands of publications. It has been the old story of hiding the light under a bushel. The result has been that year after year thousands, yes, millions, of copies of once timely and helpful publications have accumulated on the shelves of this office and become obsolete or worthless before the public could be advised as to their value.

During the year 3,706,073 copies of obsolete or worthless publications had to be sold as waste paper to make room for the incoming millions of copies of more recent documents. Many of these newer books will eventually come to the same fate unless there is a cessation of wasteful printing ordered by the departments

in anticipation of a public demand which is generally overestimated by an ambitious bureau chief, desirous of personal exploitation at Government expense.

#### NEED MODERN METHODS OF SALESMANSHIP.

Modern methods of salesmanship could solve this problem and turn a loss that would bankrupt any commercial firm into a big profit, with an increase in receipts from \$345,000 to \$1,000,000 a year almost at the very outset, and unlimited assurances for continued growth. In fact, the sales of its publications could make Government printing almost self-sustaining if this office had the means to handle its business the same as a successful advertiser promotes his trade.

It is recommended, therefore, that the Superintendent of Documents be authorized to use a moderate sum annually out of his sales receipts for advertising and giving proper publicity to the stock of useful Government publications. Such a fund would unquestionably be of much help at this time in acquainting the lawyers of the country with the fact that, by direction of Congress, this office has begun the printing of the Official Reports of the Supreme Court of the United States. Both the preliminary pamphlets and the permanent bound volumes of these reports will be sold by the Superintendent of Documents at a considerably lower price than has been charged heretofore by the private publisher but this fact is not generally known, and the Superintendent of Documents has not the means at present to convey such important information to attorneys throughout the United States.

To facilitate the sale of Government publications to personal applicants, a bookstore was established during the year on the first floor of the Public Documents building. This bookstore is also a bureau of information in regard to the publications and various activities of the Government. It has proven of great convenience to persons patronizing the Public Documents Office, who formerly had to ascend to the sixth floor by means of a slow freight elevator before they could obtain information or make the purchase of any Government publication. The bookstore already averages several hundred patrons a week, and its popularity is rapidly increasing as its existence becomes known through the limited channels now open to the Superintendent of Documents to advertise his wares.

#### SELECTION PLAN FOR DEPOSITORY LIBRARIES.

Another proposition relating to the distribution of Government publications which was submitted to the Congress by the Public Printer in his Annual Report for 1921, and which was enacted into law during the year, is the selection plan for supplying publications to designated depository libraries. This plan, which had long been under consideration, was finally made effective by a provision in Public Act 171, approved March 20, 1922, that no part of the appropriation for the Office of the Superintendent of Documents shall be used to supply to depository libraries any documents, books, or other printed matter not requested by such libraries.

To carry out this plan the Superintendent of Documents forwarded to the depository libraries throughout the United States a selected list entitled "Classified list of United States public documents for selection by depository libraries, July 1, 1922," which was arranged alphabetically by departments and establishments with a brief description of each publication wherever deemed necessary. A similar opportunity to make selection of other publications not noted by this list will be given to libraries from time to time as necessity may arise in the future. Libraries that desire to receive all available Government publications will be permitted to do so by submitting proof of their ability



and willingness to make such publications available for free public use. The selection plan has already effected a substantial economy in publications which heretofore were distributed to all the depository libraries alike and then discarded by many of them, or else stored in inaccessible attics or basements for future disposal to the junk dealer.

The new plan has also made it possible to extend the daily distribution of many publications to depository libraries, thus speeding up this work and making available to library readers the latest copies of Government publications while they are timely and of current interest. Heretofore it was impossible to distribute many public documents to depository libraries until they were practically obsolete and worthless except as mere books of reference.

The daily Congressional Record also is now being sent to all depository libraries which formerly received only the bound volumes several months after the close of each session, unless the librarian was thoughtful or fortunate enough to obtain a copy of the daily Record by courtesy of some Member of Congress. This library distribution of the daily Record has proven to be one of the most acceptable innovations made possible through the establishment of the selective system.

#### PATENT GAZETTE AND GEOLOGICAL LIBRARIES.

In addition to the regular depository libraries, there are 830 special library depositories for the Official Patent Gazette and 676 depositories for the publications of the United States Geological Survey. Each Member of Congress is entitled to designate eight public libraries as depositories of the Patent Gazette and four for geological publications. The fact that only 830 designations have been made out of a possible total of 4,264 for the Patent Gazette and 676 out of a possible total of 2,132 for the geological list indicates the small interest taken in these publications. It is evident, therefore, that the free distribution to designated depository libraries, of which there is one in each congressional district and several at large in each State, would be sufficient for these publications.

The recommendation is submitted that the special designation of libraries for the Patent Gazette and geological publications be discontinued. This would effect a saving of fully \$40,000 a year in Government printing, much of which is now absolutely wasted.

The Public Documents Office has an additional burden imposed by law in the preparation of monthly catalogues and indexes of Government publications, session indexes of congressional documents and reports, and a biennial catalogue of all Government publications. These catalogues and indexes are of vital importance to all librarians and persons who have need to consult the otherwise mysterious maze of Government publications. The catalogues and indexes are all up to date except the big biennial, which usually requires at least 2,000 pages of small-sized type to list all the Government publications issued during a two-year period.

Owing to the difficulty of getting cataloguers at the inadequate salaries allowed them by Congress, it has been impossible to bring this great and highly important catalogue up to date. The last catalogue printed was that covering the period of the Sixty-third Congress. It was published in 1918. All the copy for the catalogue covering the Sixty-fourth Congress has been prepared, including 55,612 entry cards, and put in type. This catalogue will be the largest so far issued and will contain approximately 2,500 double-column pages.

A report of the work of the Public Documents Office naturally leads to a discussion of the inadequacy of the space now available for the storage, sale,



and distribution of Government publications, which are increasing at a tremendous rate. The documents building on H Street, called an annex, is a ramshackle seven-story structure, a veritable fire trap, in which more than 235 men and women have to work. The building is utterly unsuited to the purpose for which it has to be used. It is necessary to store part of the document stock and do most of the mailing in the old building purchased by Congress for the Government Printing Office in 1861 and which is in even a worse condition, if that were possible. Both of these structures are a constant fire menace to the so-called new building. This brings up the subject of another new building which has been proposed in annual reports of succeeding Public Printers for many years, but I will defer discussion of that imperative need until later in this report.

#### COMPLETION OF HARDING HALL AND THE CAFETERIA.

The raising of the concrete roof of the new building, so as to convert the heretofore useless and dingy attic into a full story and provide an eighth floor, was the greatest building operation ever undertaken by the Government Printing Office since the erection of the big structure more than 20 years ago. This alteration was completed to every detail in a most successful manner and reflects much credit on everyone engaged in the work.

As was stated in the annual report last year, the primary purpose of the additional space was to provide an adequate and much-needed cafeteria for the employees of the Government Printing Office, as well as to secure a suitable assembly hall for the 4,000 employees who formerly had to gather in hallways and on stairways whenever occasion required their convocation. The new floor also affords quarters for a fully equipped photo-engraving plant, of which this office has been in great need for many years, considerable storage space, and suitable rest and recreation rooms for the use of employees when not on duty. A broad stairway leads to the roof, where a permanent canopy has been constructed for the additional comfort of employees, who can there enjoy the fresh air and the finest view of Washington and the surrounding country that is to be had anywhere in the city. The roof is amply provided with lights, that the night forces also may have the benefit of this wonderful "breathing spot."

The first informal gathering in the assembly hall, which has been christened "Harding Hall" in honor of our first printer-President, was held on Christmas eve of 1921. The cafeteria was opened for regular service on January 23, 1922, and has been in constant and successful operation ever since. The need for this improvement has been fully demonstrated by its great popularity at the very outset and the fine service it is rendering employees not only of the Government Printing Office but of other Government establishments in this vicinity.

The airy cafeteria and its sunshine kitchen have been supplied with the best and most up-to-date equipment it was possible to obtain, this office profiting much from the experience of other Government cafeterias and from an investigation of similar facilities in some of the biggest industrial plants of the country. All of the kitchen equipment is electrically operated, including the big ranges, ovens, and grills. It even has an electric potato peeler, dough beaters, and meat slicers. The refrigerators are cooled by ammonia pipes which were extended from the refrigerating system for the work divisions. In the cafeteria three long serving counters were installed, with every device for keeping and serving food either hot or cold, as the occasion requires, and capable of handling a thousand patrons in half an hour. The big dining room has sufficient

vitrolite-top tables and comfortable chairs to accommodate 1,000 persons at a time.

OPERATED BY ASSOCIATION OF EMPLOYEES.

The cafeteria and the recreational activities of Harding Hall are operated by a voluntary association of the employees of the Government Printing Office. All the expenses of the cafeteria, including foodstuffs and wages, and of the recreation rooms, are paid by the association, the Government Printing Office providing only the space, fixed equipment, heat, light, and power. In fact, considerable additional equipment has been purchased by the association itself, which also pays for the upkeep of even the equipment installed by the Government Printing Office. For instance, the association recently replaced the top of one of the big serving tables with fine marble slabs costing \$150, which became the property of the Government. Included in the equipment purchased by the employees with their own funds are two fine pianos, one a \$1,600 concert grand, numerous cafeteria accessories and replacements, and paraphernalia for four complete bowling alleys.

The association which manages these affairs is called the "G. P. O. Cafeteria and Recreation Association." It was organized by voluntary contributions of \$1 or \$2 each by employees to a common fund for the purpose of securing a working capital to operate the cafeteria. In this way \$4,497.75 was raised with much readiness and enthusiasm. Membership in the association is limited to persons who contributed to this fund, but that includes nearly everyone in the shop, so there is substantially no difference between the personnel of the association and the pay roll of the office. Every employee is entitled to the privileges of the cafeteria and the rest and recreation rooms whether or not he is a member of the association.

Once a year the association elects a general committee of one member for every 100 employees in the various sections of the office. This general committee of about 50 members in turn elects its officers, who, with a member designated by the Public Printer, constitute a board of directors that has general control of the affairs of the association. The board employs a manager at a stated salary and he has charge of the cafeteria. Thus the cafeteria and recreation activities are operated at little expense to the Government, which indirectly derives a great benefit from the better health and higher morale of the employees, who now feel that Uncle Sam has a deeper interest in their welfare than the mere exaction of a day's work.

The cafeteria and Harding Hall are splendid investments for the Government, even from a mere business viewpoint, because of the increased production of a more competent and contented lot of employees. This fact is fully substantiated by the production record of the plant for the time the cafeteria has been in operation. Not only has the Government profited from this humanitarian endeavor, but also the employees have been helped in a financial way through the creditable savings that have been made possible in the cost of their meals and foodstuffs. A writer for the Washington Star, who made a study of the cafeteria and its service to the employees of the Government Printing Office, estimated recently that it was saving them \$200,000 a year in the reduced cost of their meals. This is probably overstating the case somewhat, but there is no doubt that the cafeteria has reduced the cost of living for the employees of this office many thousands of dollars annually.

DAY AND NIGHT CAFETERIA SERVICE.

The cafeteria is open to employees day and night, being operated on a 24-hour basis, owing to the fact that the plant runs with the clock and sometimes can not shut down even for Sundays and holidays if a Government emergency requires work on those occasions. The big lunch time comes, of course, at noon when fully 2,800

employees avail themselves of the privileges of the cafeteria and Harding Hall. The lunch period is only a half hour, and in order to handle such a large crowd the forces are divided into five staggered shifts, beginning at 11.30 a. m., with definite elevator assignments for all to and from the eighth floor. Thus all the day forces are accommodated with ease and comfort and everyone is back to work not later than 1.15 p. m., much refreshed by the wholesome food served under the most sanitary conditions and made happier by the few minutes of the half hour that they usually take for relaxation in Harding Hall or on the roof, a pleasure and a privilege never known before in the big print shop.

The night force of about 700 employees has its lunch periods at 11 and 11.15 p. m., with another large group, the Congressional Record force, eating at 3 a. m. Other smaller groups, working at odd hours, have still different lunch periods. More than 150 employees eat their breakfast in the cafeteria before going on or off work, and at least 200 others have dinner there regularly. Quite a number of employees eat all their meals in the cafeteria at a substantial saving in their budget allowance.

Employees may continue to leave the building at lunch time and eat in the neighboring restaurants if they so desire, but all who prefer to lunch in the shop are required to go to the cafeteria. Tables are provided for those who bring their lunches from home the same as for those who patronize the cafeteria counters. This has brought about a great improvement in the sanitary condition of the workrooms where formerly the discarded food attracted hosts of bugs, rats, and vermin. The shop is now quite free of these destructive pests which previously caused much damage to stock.

During the first five months the cafeteria was in operation, up to June 30, 1922, it served approximately 125,000 meals to employees of this office. The total receipts of the association up to that time amounted to \$89,690.28, with expenditures for food-stuffs, equipment, and wages of \$86,797.04. The stock and equipment on hand to the credit of the association amounted to \$7,286.80, or \$2,789.05 in excess of the working capital originally subscribed by the employees. Inasmuch as the association conducts its business solely on behalf of the employees of the plant without purpose of profit or gain, this is a highly creditable showing and ought to assure the permanent success of the cafeteria.

#### COMMISSARY FOR GOVERNMENT EMPLOYEES.

Another benefit that the employees derive from the cafeteria is the privilege of purchasing certain foodstuffs from it for home use at substantially cost price. The commissary of the cafeteria, which thus serves both its own kitchen and those of the shop employees, is conducted similarly to the quartermasters' stores which the Army and Navy operate at Government expense for the benefit of officers on duty in Washington. Civilian employees of the Government in Washington are entitled to the same service in helping to reduce the abnormally high cost of living in this city. Therefore it is urgently recommended that the stores of the Army and Navy in Washington be opened to other employees of the Government, so that they may have the same privileges as are now enjoyed by the families of the Army and Navy officers.

Harding Hall has a seating capacity of 1,200 and is specially designed for official assemblies of employees from time to time. Organizations composed exclusively of employees of the Government Printing Office are permitted to use the hall for their meetings and for such entertainment of their members, families, and friends as they may provide occasionally for the benefit of the cafeteria association.

The first organization to be accorded the use of Harding Hall was the Government Printing Office Unit No. 1 of the United Veterans of American Wars, composed of men who rendered distinguished service in the Civil, Indian, Spanish, and World Wars, of whom there are nearly 500 now employed in the Government Printing Office. A handsome silk American flag and guidons have been presented to the veterans' organization by the cafeteria association and are carefully treasured in a handsome glass case in Harding Hall.

The unit, under the leadership of its commander, Capt. Samuel G. Mawson, a veteran of both the Civil and Spanish Wars and past department commander of the Grand Army of the Republic and the Spanish War Veterans of the District of Columbia, had charge of the first Memorial Day services held in Harding Hall last May. The principal speakers on that occasion were Col. John McElroy, past senior vice commander in chief of the Grand Army of the Republic and the distinguished editor of the National Tribune, and Maj. Gen. John L. Clem, United States Army, retired, the famous "Drummer Boy of Shiloh."

#### COST OF THE EIGHTH FLOOR IMPROVEMENT.

The cost of the entire alteration of the new building so as to provide an eighth floor, including necessary repairs and reconstruction of the roof, additional space for a photo-engraving plant, storage for war-time printing machinery and materials received from the Army and Navy, and a bridge connecting the two wings of the seventh floor so as to provide for a new metal room and type-machine shop, was approximately \$320,000. This is somewhat in excess of the original estimate, due to necessary alteration of the plans as the work progressed better to meet the requirements of the Government service not only for the present but also for future needs. Of this amount \$136,671.27 was expended for work performed by the employees of the buildings division of the Government Printing Office, such as cutting walls and installing heat, light, and power for the new eighth floor. This work was done by the buildings division in addition to its regular duties connected with the upkeep of the world's greatest printing plant. The contract work consisted largely of raising the big concrete roof, a task never before attempted on such a magnitude and carried to completion in a most successful manner, and the reinforcement of the old attic floor so as to sustain in safety the additional weight imposed on it.

The total cost of the alteration was less than 10 per cent of the unexpended balance which the present Public Printer had the privilege of leaving in the Treasury during his term of office up to June 30, 1922. It was also less than 10 per cent of the total valuation—\$4,000,000—of all the buildings of the Government Printing Office.

On taking charge of a plant valued at fully \$8,000,000, including buildings, machinery, equipment, and stock, which had stagnated for almost 20 years, I felt it my first duty to bring the place up to date as far as possible with the means at my disposal, so that this great property and its vast output might be handled in an economical and efficient manner. This required an unusual amount of work by the buildings division, in addition to its activities on the new eighth floor. There had to be considerable moving about of different sections of the plant, with accompanying alterations, improvements, and repairs throughout the buildings, all with the viewpoint of placing the entire plant on a modern and businesslike production basis. Much progress was made during the year, and with the completion of the work planned for the fiscal year 1923 it is believed the entire plant will be as nearly up to date as it is possible to bring such an establishment, part of which is housed in a structure that antedates the Civil War, and the rest of it in buildings that possess few features essential to modern factory construction.

#### CHANGES MADE FOR ECONOMY OF OPERATION.

Included in this new work necessary to an economical rearrangement of the plant was the construction of a large second-floor room over the courtyard between the wings of the new building. This room, with a floor space of 3,862 square feet, provides an admirable place for the cutting and packing section which formerly was located on the fifth floor. The rearrangement ended the old system of trucking and lifting practically all of the job printing executed on the second floor to the fifth floor to be cut and wrapped, and then hauled down again by elevator to the delivery section on the first floor. Under the new plan, printing jobs are cut and packed on the same floor where the work is done and then conveyed in a chute to the delivery platform



directly below, thus avoiding a vast amount of expensive elevator hauling. The cost of this improvement, approximately \$15,000, will be more than compensated for in a single year by the economy of operation.

Another change along similar lines, which has been mentioned already, was the removal of the metal room from the second floor of the old building to the bridge connecting the two wings of the seventh floor of the new building. The metal room handles an average of 14 tons of metal a day in melting old type and plates and recasting them into ingots for further use by the typesetting machines. Practically all of this metal is used on the seventh floor, where the melting pots are now located, and immediately below on the sixth floor. With the old location of the metal room, it required 10 or 12 laborers most of the time to haul the heavy trucks nearly a city block to the elevators for a five-story lift. Now half a dozen men handle all this work more promptly and satisfactorily than was possible under the old plan.

Still another change was the enlargement of the seventh-floor bridge so as to provide space for a type-machine room, connecting with both the linotype and the monotype-casting rooms on the same floor. This room was equipped with such drilling and milling machines, lathes, etc., as are of common use to both linotype and monotype machinists, thus ending the necessity for duplication of their equipment. The type machinists have been united into one section as far as practicable under the direction of a chief type machinist, whose special duty is to supervise the manufacture of new parts for type machines. This work, which is an innovation for printing plants, has resulted already in the saving of approximately \$4,000 that the Government formerly had to pay in excessive prices demanded by private manufacturers. Incidentally, the removal of the equipment to the new type-machine room provided additional space in the linotype section, where it was much needed for the handling of Congressional Record type, and also permitted a desirable rearrangement of the monotype casting-room.

Beneath the seventh-floor bridge was constructed a passageway connecting the two wings of the sixth floor, which has likewise resulted in an economical uniting and rearrangement of the hand section and done away with noisy trucking past the proof room.

#### LOCATION OF GOVERNMENT BOOKSTORE.

Mention has been made heretofore of the location of the retail bookstore on the first floor of the Public Documents building. This also has brought about an economy in the handling and sale of Government publications. Formerly patrons of the Public Documents Office had to be carried by elevator to and from the sixth floor of that building, which meant a hundred or more extra trips a day for that already overworked lift. Purchases can now be made at the store on the first floor, the books being carried in a few minutes by means of a special conveyor direct to the store counter from any of the floors above. This improvement was designed and made by employees of the office.

The 1922 expenditures for labor, equipment, materials, and supplies for the buildings division, consisting of the machine, electrical, carpenter, paint, pipe-fitting, and metal shops, and the watch and sanitary forces, amounted to \$846,367.23. This sum was \$45,845.17 less than the total so expended in 1921, including the disbursements under contracts awarded in that year for the eighth-floor alterations. Of the 1922 expenditures for the buildings division, \$549,494.14 was paid out for salaries, wages, leaves of absence, and holidays. This is an increase of \$102,438.81 over the previous year. Materials, supplies, and other expenses for repairs, alterations, and upkeep of the buildings cost \$296,873.09, a decrease of \$148,283.98 taking into consideration the disbursements made under contracts awarded in 1921.

Upkeep (including repairs, labor, material, power plant, and sanitary force) cost \$274,141.98, or 42.86 cents per square foot, a decrease of 5.29 cents per square foot as compared with 1921. Repairs, labor, and material alone cost \$56,975.18, or 8.91



cents per square foot, a decrease of \$1,347.39. This cost is based on a floor space of 639,684 square feet, which is 39,932 square feet more than comprised the plant in the preceding year, due to the eighth-floor addition to the new building.

Inasmuch as fully 50 per cent of the steam and electric current generated by the power plant is used for manufacturing purposes, it is proper to make a corresponding reduction in the foregoing figures for the purpose of comparison with the upkeep cost of an office building. On this basis the upkeep cost per square foot of the Government Printing Office may properly be figured at 31.45 cents, or 3.65 cents less than the cost in 1921. This cost compares favorably with similar expenditures for other Government buildings.

#### WORK OF THE BUILDINGS DIVISION.

The work of the buildings division included every kind of a job from the making of thousands of wooden boxes for postal cards to the construction of a complicated perforating machine for the manufacture of monotype keyboard paper.

The electrical section led the buildings division with the completion of 19,231 jobs during the year, including everything electrical from minor motor repairs to the installation of big generator sets. All the electrical work on the eighth floor was done by our own men. The lighting system on the seventh floor has been entirely changed so that the night forces are aided now by the best illumination it has been possible to secure short of sunlight itself. This new lighting system is being extended to other parts of the plant where work has to be done at night. In another year it is planned to have the Government Printing Office one of the most brilliantly lighted buildings in the country in order that the night workers may labor under as near daylight conditions as it is electrically possible to provide. Another boon to the employees has been the installation of additional electric fans throughout the workrooms where hundreds of workers have had to swelter in the heat of a Washington summer. With better light and cooler air to cheer and comfort them, the employees have more than repaid the Government for these expenditures through the increased output made possible under more humane environments.

The machine shop has 11,480 jobs to its credit for the year, covering everything a machinist knows how to do, from ordinary adjustments to the rebuilding of big printing presses and the construction of a monotype keyboard paper perforator. This machine was designed and built entirely in the shops of the buildings division. It perforates more than 60,000 pounds of paper a year for the monotype keyboards and paid for itself the first year of operation through the reduced cost of this paper as now produced by the Government for its own use. The extent of these tasks may be appreciated better from the statement that there is fully \$4,000,000 worth of machinery and equipment in the Government Printing Office, most of which with the aid of the machine shop has to be kept in running order at all times. A reorganization of the machine shop is in progress, which will make it one of the best of its kind in the entire country and a shop well worthy of the big task of rehabilitating the vast quantity of machinery which had been left to go to rack and ruin for many years.

The carpenter and paint shops had their hands full with 11,385 jobs, including also everything a carpenter and cabinetmaker can do from rough construction work to the finest mahogany furniture. As a matter of economy, the carpenter shop used 240,063 feet of old lumber, reclaimed from paper cases, to make 22,217 postal-card boxes at a saving of \$8,642.27 in this item of material alone.

In the engineer's section, which includes also the plumbers, steam fitters, and sheet-metal workers, 12,634 jobs were completed. During the year this section installed a new vacuum heating system throughout the big building. This system appears to have solved the perplexing problem of providing sufficient warmth throughout the 15 acres of floor space which the plant occupies. In addition, the engineer's section extended all the air, water, steam, and gas lines to the new eighth floor and installed all the mechanical refrigeration required for the new cafeteria.

## COST OF HEAT, LIGHT, AND POWER.

The total cost of operating the electric power plant for the year was \$203,270.07, as compared with \$209,082.75 for the preceding year, a decrease of \$5,812.68. Of this cost \$57,304.08 was chargeable against the City Post Office building, which receives all its heat, light, and power from the Government Printing Office plant. The greater consumption of electric current and steam by the City Post Office during the year increased the charge against it by \$1,781.23. Taking into consideration the increased cost of carrying the post-office load, the actual decrease in the cost of operating the power plant for Printing Office purposes alone was \$7,593.91. This decrease was effected through more efficient operation, notwithstanding the larger expenditures for maintenance and repairs necessitated by the old boilers, which were in a most dangerous condition, due to long neglect and indifferent inspection for years.

A total electric output of 4,728,162 kilowatt hours was recorded for the year as against 4,424,982 for 1921, an increase of 303,180 kilowatt hours. Of this increase, 282,712.9 was chargeable to the Government Printing Office and 20,467.1 to the City Post Office. The average cost per kilowatt hour was \$0.01666 as compared with \$0.02062 for 1921, a decrease of \$0.00396.

The Government Printing Office power plant also furnished the City Post Office with 44,870,038 pounds of steam during the year, an increase of 13,385,382 pounds. This steam for the City Post Office cost \$28,435.94, or \$5,206.78 more than for the preceding year.

Coal consumed during the year increased from 13,981 tons in 1921 to 15,083—an increase of 1,102 tons, or 8 per cent, over the preceding year. This larger requirement for coal was due to the increased electric output necessary to meet the greater demands of the City Post Office and the growing activities of the Government Printing Office.

Gas consumption, largely for monotype casting machines, amounted to 18,149,900 feet, as compared with 16,456,300 in 1921.

## POWER AND HEAT FROM CAPITOL PLANT.

In the Annual Report of the Public Printer for 1921, it was recommended that for economy of equipment and operation the Government Printing Office and the City Post Office should be connected with the Capitol power plant so that all the heat, light, and power for the buildings heretofore supplied by the power plant of the Government Printing Office, as well as for the Capitol group of buildings, be furnished by one central plant.

It is gratifying to note that this plan was approved by Congress in the third deficiency act of July 1, 1922, which appropriated \$271,000 for the necessary replacement of the boiler equipment of the Capitol power plant and authorized the Public Printer to use a sufficient sum out of his large unexpended balances for 1922 to connect with the Capitol plant and make the required alterations in the power plant and equipment of the Government Printing Office. Part of the contracts for this work were awarded in the fiscal year 1922, and plans and specifications were completed for other contracts to be let early in the fiscal year 1923, so as to expedite the work as much as possible.

Both the Printing Office and the Capitol power plants were in urgent need of new and extensive boiler equipment and it was therefore deemed an especially opportune time to make a consolidation of the two plants at a minimum of expense. The Printing Office plant was found to be in an amazingly run-down condition, particularly as to its boilers, which had not been tested by either the District or the Federal inspectors for more than 10 years. When the belated inspection was made, several boilers were found to be in great need of repair and one was immediately put out of commission as too dangerous to operate.

A thorough study of our power plant requirements showed that it would cost fully \$157,000 to reequip it in a suitable manner for safe and efficient operation, especially in view of the rapidly increasing demands of the City Post Office. The

Architect of the Capitol also figured that it would cost about \$140,000 to replace the worn-out boilers in the Capitol plant without making any provision for service to the Government Printing Office and the City Post Office, and that he could equip the Capitol plant so as to provide heat, light, and power for these additional buildings at an extra cost of approximately \$131,000. As heretofore stated, Congress appropriated \$271,000 for the enlargement of the Capitol power plant and authorized the Public Printer to use out of his savings for 1922 an amount sufficient to complete the connection with the Capitol plant and provide heat, light, and power for the Government Printing Office and City Post Office. This will require an expenditure of approximately \$340,000.

#### SAVE MILLION GALLONS OF WATER DAILY.

The practical abandonment of the Government Printing Office power plant and the procurement of heat, light, and power from the Capitol power plant will effect a daily saving of 1,000,000 gallons of filtered water, which is now obtained from the already overtaxed water system of the District of Columbia. The Capitol plant draws water for power purposes from the Potomac River. It is estimated that this reduction in the use of city water will save fully \$37,560 a year to the District government, which furnishes water free to the Federal Government. In addition, the reduction of the Government Printing Office power plant to a mere substation will admit of a decrease in the number of its employees by 42 men, thereby effecting a pay roll saving of approximately \$56,516 a year.

Dismantling the boiler rooms of the Government Printing Office will provide much needed space for storage purposes and afford room for transferring the carpenter and paint shops from the old building, where they constitute a serious fire menace, to fireproof quarters in the new building. The removal of the power plant and its big boilers will also relieve the entire Government Printing Office of an increasingly dangerous situation, which not only threatens the Printing Office itself, but likewise imperils a thickly settled neighborhood of more or less inflammable structures. The proximity of a big power plant to large school buildings, with the attendant fire risk and obnoxious smoke, is also a very objectionable situation that will happily be eliminated by the change which it is planned to complete the coming year.

The Public Printer desires to express his sincere appreciation of the whole-hearted and public-spirited cooperation which he has received in this connection from the Architect of the Capitol, Mr. Elliott Woods, and his able assistant, Mr. Arthur E. Cook, who have charge of the Capitol power plant. Without their aid and cordial approval of the plans submitted by the Public Printer, this great economy could not have been undertaken or carried on to a successful conclusion. Especial credit is also due to the subcommittee of the House Committee on Appropriations, headed by Hon. Martin B. Madden, for its prompt and businesslike consideration of the project, which will be a landmark of cooperative effort for economy in the Government service.

#### WAGES AND SALARIES PAID TO EMPLOYEES.

Notwithstanding the large expenditures necessary for materials, supplies, machinery, equipment, repairs, and upkeep, the sums paid out to employees for salaries, wages, leave, and bonus amount to substantially two-thirds of the entire cost of operating the Government Printing Office. The payments to employees in the fiscal year 1922 amounted to \$7,532,838.64, which was \$20,596.35 more than for the preceding year. Of this sum, \$5,609,436.82 was expended in salaries and wages, \$897,490.50 for the 30 days leave of absence and the holidays authorized by law, and \$1,014,769.66 for the \$240 bonus granted by Congress. The leave and holiday pay decreased \$72,876.73, or  $7\frac{1}{2}$  per cent, during the year on account of reduction of the force, and for the same reason the bonus expenditure was \$21,562.07 less than in the preceding year.

The employees were benefited by an increase of \$107,805.68 in extra payments for overtime, Sunday, and holiday work, necessitated by numerous emergencies arising throughout the year and the strenuous effort to complete the large number of jobs that had been carried over from the preceding year. The total paid out for extra work was \$198,092.92, as compared with \$90,287.24 for the preceding year and \$303,473.83 for 1920. Of the amount for 1922, there was paid \$142,666.83 for 140,326 hours of Sunday work, which was less of a strain on the employees than if they had been required to put in the same time on week days in addition to their regular eight hours of service. Of the week-day overtime, only 27,751 extra hours were required, as compared with 53,037 hours in the preceding year. As soon as the amount of work and the requirements of the public service become normal it is intended to avoid overtime, Sunday, and holiday labor as far as is possible in a plant which is constantly at the beck and call of every branch of the Government service.

During the year there were 716 separations from the service of the Government Printing Office and 439 appointments, including temporaries. Of the regular force alone, exclusive of temporaries, there were 539 separations, of which 266 were due to resignations, 201 were caused by reduction of the force, 43 by death, and 29 by removal for cause. The permanent appointments numbered 318, of which 250 were original, 55 reinstatements, and 13 transfers from other departments. This represents a turnover in the permanent force of 20 per cent as compared with a turnover of 25 per cent the preceding year.

#### CHANGES IN THE PERSONNEL OF THE OFFICE.

The biggest change in personnel occurred among the printers, of whom 155 left the service and 144 accepted appointments, a net decrease of 11. The greater number of changes occurred in the force of linotype operators, which had 69 separations and 79 appointments during the year. There was a reduction of 57 bookbinders and no appointments, except 3 bookbinder-machine operators. Pressmen numbered 1 appointment and 7 separations; electrotypers, 12 appointments and 4 separations; stereotypers, 1 appointment and 10 separations; machinists, 8 appointments and 5 separations; electricians, 5 appointments and 2 separations; carpenters, 19 appointments and 8 separations. Laborers, both skilled and unskilled, are credited with 76 appointments and 213 separations. Messenger boys, as usual, proved to be active in-and-outers, with 80 appointments and 50 separations. The clerical force had only 12 appointments and 13 separations, and the watch force 3 appointments and 16 separations.

Of the separations from the service 88 were due to retirement as provided by law on account of age or disability. Two-year extensions were granted to 33 employees on account of their special qualifications and physical fitness. The total number of retirements up to June 30, 1922, under the act which became effective August 20, 1920, was 300, of which 255 were retired on account of reaching the age limit of 65 years and 70 years for mechanical and clerical forces, respectively, and 45 retirements on account of disability.

Based on the application of the retirement law to this office, I am of the opinion that it should be amended so as to authorize retirement after a fixed period of service—say, 30 years—and also to provide an adequate compensation after retirement for service, age, or disability. The present law is unjust in that a person entering the Government employ when 50 years old may retire for age after only 15 years of service, whereas one who becomes a Government employee when 20 years old must serve for 45 or 50 years before he becomes eligible for retirement on account of age, although the latter has given by far the better part of his life to the Government service. The result is that the retirement act offers no inducement for younger men and women to enter the Government service, and its age and disability limitations com-



pel many employees, really too old or too weak for the task, to try to struggle along until the burden of years or physical disability relieves them at a time of life when the Government annuity is of little or no service to them.

## READJUSTMENT OF STATUTORY WAGES.

The wage question presents an odd angle as it affects the Government Printing Office. Here the wages of the three principal groups of employees—printers, pressmen, and bookbinders—are fixed by act of Congress, while, on the other hand, the wages of all other groups of employees, including electrotypers, stereotypers, photo-engravers, machinists, electricians, carpenters, plumbers, bindery workers, and press feeders, are determined by the Public Printer. Thus more than half of the total pay roll is based upon wages granted in the discretion of the Public Printer, and less than half of the pay roll consists of wages rigidly fixed by act of Congress. As readjustment of wages by Congress from time to time to meet new conditions is difficult to obtain, the result is an almost constant inequality between the statutory wages for certain crafts and the discretionary wages for all other trades in the Government Printing Office.

In justice to all concerned, either the wages of every employee should be fixed by law, or else power should be vested in some agency to adjust all the wages in this office as occasion may require. Obviously, Congress can not undertake to determine the rates of wages to be paid all classes and grades of workers in this great establishment. This has not been done for any other industrial plant of the Government, such as the navy yards and the Bureau of Engraving and Printing, which are empowered to adjust the wages of their skilled trades to meet changing conditions. The Government Printing Office alone is restricted by law as to the wages to be paid three of its principal crafts—printers, pressmen, and bookbinders—whose compensation was fixed by the act of August 2, 1919, at the flat rate of 75 cents an hour, which can not be changed except by Congress itself.

This situation has existed for many years and had its origin at a time when the Government Printing Office was rather a small affair with relatively few employees confined mostly to the groups named in the law, the fixing of whose wages was a comparatively simple matter. Now, however, practically every branch of the skilled and unskilled trades is required in the vast and varied work of the Government Printing Office and the settlement of wages is no minor matter or one which can be determined without due consideration of the relative rates of pay for all the groups.

The Sterling-Lehlbach reclassification bill, now pending in the Senate, proposes to remedy this unjust situation by making the wages of all the skilled and unskilled trades subject to collective bargaining between the head of an establishment like the Government Printing Office and a representative of the trade concerned, their agreement or disagreement to be subject to approval by the Director of the Bureau of the Budget in consultation with the Civil Service Commission.

If the Sterling-Lehlbach or some similar bill fails to become a law, it is respectfully recommended that Congress at this session confer authority on the Public Printer to readjust the wages of printers, pressmen, and bookbinders from time to time, the same as he has always done for every other trade employed in the Government Printing Office. If it is deemed desirable to have the wages as agreed upon by the Public Printer made subject to the approval of some other agency of the Government before they become effective, it is suggested that this right of review be vested in the Joint Committee on Printing, which acts as a board of directors in numerous other matters affecting the Government Printing Office and is eminently well qualified by a thorough knowledge of this office to pass upon the question of wages for its employees. In fact, the Joint Committee on Printing, through its close affiliation with and membership on the Printing Committees of the Senate and the House, has on several occasions advised Congress as to the fixing of statutory wages for the Government

Printing Office. In view of this recommendation, and the fact that it appears to be the intention of Congress to soon relieve itself of the task of fixing by law part of the wages to be paid employees of this office, I shall refrain from making any specific recommendations as to wage readjustments at this time.

#### DISCUSSION OF THE 44-HOUR WEEK.

While I am in favor of the 44-hour week (Saturday half holiday) if its purpose is to provide rest and recreation for weary workers who now have only Sunday at their disposal, I do not believe in using such a laudable purpose as a mere pretext to secure 52 hours' pay for 48 hours' work every week. An increase of pay should be asked and granted on its own merits and not through any false pretense of shorter hours for exhausted workers who forthwith seek to labor every Saturday afternoon at double pay if the opportunity presents itself.

The Saturday half holiday would give employees an opportunity to do such necessary things for themselves as are appropriate to a week day and afford them time for a more fitting observance of the Sabbath Day. If properly used, it would mean a more healthful and a more religious people. There would then be no excuse for the shocking increase of Sabbath desecration which is undermining the influence of the churches and our heretofore exalted position as a godly nation.

The fact is, the Government Printing Office already has the equivalent of a 44-hour week, considering the hours of actual work per annum based on the 30-day leave and the 13 Saturday half holidays each summer, which total  $36\frac{1}{2}$  days, or  $10\frac{1}{2}$  days in excess of a straight Saturday half holiday the year round. If the annual leave period were reduced to 14 days and a half holiday granted every Saturday (26 full days in all), it would mean only  $3\frac{1}{2}$  days additional leave each year for each employee of the Government Printing Office. This does not include the seven regular holidays.

I am inclined to believe such a plan would be more beneficial to the employees and at the same time more advantageous to the Government. The present 30 days leave period is quite disrupting to work schedules in that it generally takes an employee away from the shop too long at one time. It is believed that the Saturday half holiday would be of more real benefit to the employees of this office than the longer leave period and that two weeks of regular leave would be ample for an annual outing.

As a matter of fact, such an arrangement could be put into effect by the Public Printer beginning with the next fiscal year without action by Congress, except that the leave now authorized by law is  $3\frac{1}{2}$  days short of the time required for 52 Saturday half holidays (including those granted by Executive order every summer) and 14 full days of annual leave.

There is possible difficulty, however, in that the sessions of Congress on Saturday generally require eight hours of work to print the Record, bills, hearings, and other publications needed on the following day by Members of Congress. There might also be some temporary delay in departmental work from time to time with regular Saturday half holidays, but, considering the year as a whole, the substitution of a half holiday once a week for approximately the same number of days in one leave period would make little or no difference in meeting the demands of the departments or in the annual volume of work. Indeed, the weekly rest period ought to increase rather than to decrease production. Therefore, it is respectfully recommended that the Public Printer be authorized to grant Saturday half holidays throughout the year with an additional two weeks of annual leave, in lieu of the present 30 days annual leave as provided by law.

There has been a discrimination against the employees of the Government Printing Office for many years in that they are denied the 30 days sick leave allowed employees of the executive departments of the Government. If the proposed reduction of the annual leave to two weeks should meet the approval of Congress, and the privilege of sick leave be continued for the departments, it is recommended that the Public

Printer be authorized to grant employees of the Government Printing Office not to exceed 14 days sick leave per annum whenever, in his discretion, such leave is necessary to the health of the employee.

#### TRAINING OF APPRENTICES RESUMED.

In accordance with the plans outlined in the report for 1921, preparations were completed during the year for the training of apprentices in the Government Printing Office. Adequate courses were carefully prepared for the instruction of apprentices to qualify them as printers, pressmen, bookbinders, electrotypers, stereotypers, and machinists, each course covering a period of four years of intensive study and work. All the apprentices were appointed through civil-service examination, and the commission cooperated in every way possible to make a success of these examinations, which were held throughout the country on a given date. One hundred and sixty-two boys took the examination, and out of these, 118 qualified for appointment.

Twenty of the number taking the examination were messenger boys in the Government Printing Office who had become inspired by their close association with the work of this office to learn a useful trade. The Civil Service Commission generously permitted the messenger boys to take a noncompetitive examination so that they might be appointed on passing, without regard to their relative rating. This provides a suitable stepping-stone for any ambitious messenger boy who desires to better his condition, and is especially advantageous to the Government in making available for apprentice training a group of boys who already have considerable knowledge of the trade they may elect to follow. Another very helpful action on the part of the Civil Service Commission was its agreement that apprentices, on satisfactorily completing their four years' training, could be appointed as journeymen in their respective trades without further civil-service examination.

The printing act of 1895 unfortunately restricts the number of apprentices that may be appointed in the Government Printing Office to not to exceed 25 at any one time. This law was enacted when there were only a few hundred journeymen in the Government Printing Office, as compared with more than 1,500 to-day. Even under union rules, the office now would be entitled to approximately 200 apprentices. As a matter of fact, however, no apprentices had been trained in the Government Printing Office for more than 35 years. The last of the few apprentices trained in this office are now retiring on account of age, after having proven themselves to be among the best and most faithful workmen ever employed in the Government Printing Office.

Not only on account of the shortage of labor in various crafts, but also to obtain employees properly trained in the special requirements of the Government service, is it highly essential that the Government Printing Office resume at this time the work of training many of its own skilled workers and continue without let or hindrance this most important duty to itself and to the printing industry of the United States.

On the recommendation of the Public Printer, the Civil Service Commission has agreed that any person entitled to preference because of military or naval service may be appointed an apprentice without regard to the 20-year maximum age limit. This will afford an opportunity for the rehabilitation training of many war veterans if the restriction to 25 apprentices now imposed by law is removed without further delay.

It is most urgently recommended, therefore, that the apprentice limitation be repealed by Congress at the present session, so that the Government Printing Office can begin at once more extensive training of veterans who may desire to earn a good and comfortable livelihood as thoroughly competent craftsmen.

As the Government Printing Office is unquestionably the best equipped and most suitable place in the United States for training in the various branches of the allied printing trades, it is regrettable that this wonderful opportunity is now denied by law to all but a few of the young men who so heroically offered their lives in defense of the Nation which maintains this big establishment. Their training can be carried on

without the expenditure of a single additional dollar save for the compensation of the veterans who desire better to fit themselves for the continued service of their country. If for no other reason, the vocational training of disabled veterans alone will fully justify the extension of the apprenticeship system to meet their special needs.

In this connection it should be stated that the Public Printer is already cooperating with the Veterans' Bureau in every way possible under the present law to train such disabled veterans as may be placed in the Government Printing Office for vocational instruction. Several trainees are now learning trades in this office. Expressing his appreciation of the interest which the Government Printing Office has taken in the adequate training of disabled veterans, the assistant director of the rehabilitation division of the Veterans' Bureau recently wrote the Public Printer as follows:

\* \* \* It is such practical cooperation as extended by you in this instance that encourages the bureau in its very difficult task of restoring to active and useful service such veterans as were disabled in defense of their country, and assists materially the plans of a grateful public and Government to restore such disabled veterans to their former capacity as useful citizens.

#### RECOGNITION OF WOMEN EMPLOYEES.

Special consideration has been given to the status of women employees, inasmuch as there are about 900 in the service of the Government Printing Office, comprising more than 22 per cent of the entire force. Little or no recognition had been accorded the ability and industry of women workers in this office during all the past years. I therefore determined that, as far as it lies within my power, women employees should be granted the same opportunity and equal reward for service as the men who had heretofore monopolized all the supervisory and better paid positions in the plant. Accordingly, for the first time in the history of the office, several thoroughly competent women workers were advanced to suitable supervisory positions, which they continue to fill with credit to themselves and to the Government.

Among those so promoted were Miss Josephine Adams, who as Assistant Superintendent of Documents, was advanced to the second ranking position in the big documents office; Miss Martha Feehan, assistant foreman of the day proof room, which has nearly 200 employees, mostly men; and Miss Mary T. Spalding, foreman of the bindery machine sewing section, in charge of 60 women employees who form one of the most efficient sections in the entire office. Also, for the first time in the 60 years of office history, a woman was appointed secretary to the Public Printer in the selection of Miss Mary A. Tate, of Tennessee. Miss Tate has under her supervision all the personnel service activities of the big shop and gives special attention to the welfare of women employees. This is a new undertaking that has already proven to be of much benefit to the employees and in every way worth while to the Government.

As a part of the effort to secure better shop conditions for women workers, a well-furnished ward for their use was added to the emergency hospital room on the fourth floor. Heretofore, men and women patients, even bed cases, were all treated in the same room. The new ward is equipped with three hospital beds, placed in separate cubicles, and has all the other conveniences of a modern hospital, such as a private consultation room, dispensary, shower bath, and dressing room. With this addition, the Government Printing Office now has one of the best emergency hospitals to be found in any industrial plant, and its record fully justifies this provision for the care of employees injured or taken suddenly ill while on duty. Representatives of the United States Employees' Compensation Commission have stated to the Public Printer that the commission receives fewer claims from employees of the Government Printing Office than from any other establishment in Washington, owing to the prompt and excellent treatment given the sick and injured in this office by the capable staff of our emergency hospital.



## HOSPITAL WORK AND SANITATION.

That such a hospital is a most essential and humane part of an industrial plant is demonstrated by the fact that 4,581 treatments were given injured and sick employees in the Government Printing Office hospital during the year. Of these, 1,609 were surgical cases, requiring 2,401 redressings, and 2,972 were medical cases. Only one death occurred in the office during the year, and that was due to heart rupture. The surgical cases included 145 incised wounds, 276 contused wounds, 303 lacerated wounds, 85 punctured wounds, 120 abrasions, 121 sprains or strains, 74 burns, 321 foreign-body removals, 128 infections, 5 fractures, and 3 finger amputations.

The medical staff also has supervision over the sanitation of the entire plant, including the cafeteria, and the safeguarding of dangerous machinery. Cleanliness is one of the watchwords of the shop and no effort is spared to keep everything in a spotless condition, even to the cuspidors, which are sterilized and disinfected daily by a process for which this office was awarded high honors by the International Tuberculosis Congress. Individual lockers are disinfected at regular intervals and every precaution is taken against the spread of disease. Each employee is furnished a clean towel daily, which required the washing by the shop laundry of 917,483 hand towels during the year.

Better ventilation was provided in various parts of the building, especially in the monotype casting room, where gas metal pots had rendered working conditions rather disagreeable. It is planned to equip these pots with electric heaters. Better electric lighting fixtures were installed in several big workrooms where the illumination provided is more suitable to the special requirements of the printing trades employed at night. This lighting system will be extended to other parts of the building the coming year. Particular attention will be paid to the lighting and ventilation of the storage basements and plate vaults, where men have had to work under the most adverse conditions.

All in all, no effort has been spared to better the conditions for work throughout the office, and I am of the opinion, after making an extended investigation and study of many industrial plants throughout the United States, that there is no better, cleaner, or more healthful place in which to work than is now provided in the Government Printing Office. This office is certainly approaching the ideal standard of working conditions and is a worthy model for all industrial activities.

## NEW FINANCIAL PLAN A SUCCESS.

It has also been a source of much gratification that Congress, in making its appropriation for printing and binding for the fiscal year 1923, adopted substantially all of the recommendations included in my first report for revising and making more businesslike the fiscal affairs of this great establishment. In brief, the report recommended that the antiquated method of handling part of the printing appropriations by means of allotments through this office be discontinued and that thereafter all printing appropriations be made to the various departments, with simply a sufficient direct appropriation for this office to provide it with a working capital until other funds were available by repays from departmental appropriations for work done.

This plan was adopted by Congress in the form proposed by the Public Printer, and, beginning July 1, 1922, the Government Printing Office received a direct appropriation of only \$2,000,000 as a working capital for the year, against which it was authorized to charge all printing and binding done for Congress in an amount not to exceed that sum. Heretofore from \$5,000,000 to \$7,000,000 were appropriated to the Government Printing Office and allotted to Congress, the departments, and other establishments of the Government in such sums as were fixed by the appropriation act. In addition, nearly all the departments had various lump sums and special funds available for repay printing, which caused much confusion of accounts and uncertainty as to the printing expenditures of almost every branch of the service.

The following paragraph was inserted in the appropriation for the Government Printing Office (Public 171, approved March 20, 1922) to bring order out of this confusion and, although it did not go into effect until July 1, 1922, the statement can be made at the time of writing this report that the new plan is working in a most satisfactory and successful manner:

During the fiscal year 1923 any executive department or independent establishment of the Government ordering printing and binding from the Government Printing Office shall pay promptly by check to the Public Printer upon his written request, either in advance or upon completion of the work, all or part of the estimated or actual cost thereof, as the case may be, and bills rendered by the Public Printer in accordance herewith shall not be subject to audit or certification in advance of payment: *Provided*, That proper adjustments on the basis of the actual cost of delivered work paid for in advance shall be made monthly or quarterly and as may be agreed upon by the Public Printer and the department or establishment concerned. All sums paid to the Public Printer for work that he is authorized by law to do shall be deposited to the credit, on the books of the Treasury Department, of the appropriation made for the working capital of the Government Printing Office, for the year in which the work is done, and be subject to requisition by the Public Printer.

All amounts in the Budget for the fiscal year 1924 for printing and binding for any department or establishment, so far as the Bureau of the Budget may deem practicable, shall be incorporated in a single item for printing and binding for such department or establishment and be eliminated as a part of any estimate for any other purpose. And if any amounts for printing and binding are included as a part of any estimates for any other purposes, such amounts shall be set forth in detail in a note immediately following the general estimate for printing and binding: *Provided*, That the foregoing requirements shall not apply to work to be executed at the Bureau of Engraving and Printing.

It is recommended that the above provision to include substantially all printing appropriations in a single item for each department be carried out by Congress at the present session. This will complete the plan for a better method of handling printing funds which was proposed in the report for 1921.

The "one fund" idea for the printing expenditures of each department and establishment is most essential to economy and business administration, as may be readily understood from the fact that this office is now required to charge printing for about 45 different Government agencies to more than 360 separate and distinct appropriations now available for that purpose. The new plan will also enable the Government to ascertain each year just how much has been spent for printing and binding by all branches of the service. With the many funds open for such expenditures heretofore, it has been impossible to determine with any degree of accuracy the total expenditures for printing, even by a single department in some instances.

#### SPECIFIC APPROPRIATIONS FOR PRINTING.

Several decisions of the Comptroller General have been necessary to determine whether this office could lawfully charge work against some of the appropriations offered for that purpose. One rather bothersome situation exists even now, owing to a decision of the Comptroller General that, although the act of June 30, 1906, provides that no appropriations, "other than those made specifically and solely for printing and binding shall be used for such purpose in any executive department or other Government establishment in the District of Columbia," this law does not apply to funds available for a field service even if it is located in Washington. The decision complicates the situation as between an executive department and a field service of its own in Washington, due to the fact that such a field service is also required by law to have its printing done at the Government Printing Office, a condition which did not exist at the time of the act of 1906. The department, however, is confined to specific printing appropriations, while its field service under the above decision may charge printing to any funds available without regard to whether or not printing is specified as an object of the appropriation.

As a matter of good practice and proper legislation, the restriction in the act of 1906 should be made to apply also to all field services as well as to the executive departments, whether in Washington or elsewhere.

In appropriating for the Government Printing Office for the fiscal year 1923, Congress likewise adopted a recommendation of the Public Printer that the special appropriations for holidays and leave of absence be consolidated with the regular printing and binding appropriation from which all the wages of this office are paid. This change relieves the Public Printer of the necessity of asking Congress frequently for deficiency leave appropriations, when, as a matter of fact, no real deficiency existed in the total appropriations available for the Government Printing Office, because any increase in leave payments as fixed by law necessarily resulted in a corresponding reduction of the amount expended for wages. Consolidating the funds will avoid this useless procedure hereafter and effect a saving of at least \$5,000 a year in extra clerical work formerly required to keep separate accounts of the leave, holiday, and wage appropriations.

Still another fiscal change submitted by this office and approved by Congress was the making available for working capital of such sums as may be paid to the Public Printer for the product of the plant. Heretofore from \$75,000 to \$150,000 a year, which was paid by Members of Congress on their private orders for the reprinting of Congressional Record speeches, had to be turned into the Treasury as miscellaneous receipts and could not be used by the Public Printer for labor and material for such printing the same as he was permitted to do in the case of all printing for the departments. The expense of speech printing, therefore, was a dead loss to the Government Printing Office and had to be charged in against other Government printing, inasmuch as the total charges for work done are required by law to be not less than the total cost thereof. The prompt adoption of this recommendation corrected an unbusinesslike situation that has embarrassed the finances of this office for many years and is a further step toward a much needed simplification of accounts.

#### PUBLIC PRINTER AS DISBURSING OFFICER.

To complete the changes necessary to place the financial organization of the Government Printing Office on a secure business basis and to conform to the best practices in other establishments of the Government, it is respectfully recommended that the Public Printer be relieved of the duties of disbursing officer, and that the position of cashier and paymaster be designated as disbursing clerk under the regulations of the Treasury Department. The Public Printer appears to be the only head of an independent establishment of the Government who is required by law to act as his own disbursing officer. It is an illogical and unbusinesslike arrangement for the officer who has power to spend money to also have the duty of handling the cash and making payments for his own expenditures.

Under the law (31 Stats. 58) the Treasury Department can not advance funds to the Public Printer in excess of his \$100,000 bond. This causes an endless amount of red tape and delay in obtaining sufficient money to meet the weekly pay rolls which frequently exceed that sum. The result is that the paymaster sometimes on the same day has to make several trips to the Treasury to get enough cash to complete his payments for a single period. The requisitions have to be handled out of the routine in the Treasury Department, requiring an unnecessary amount of work there which could be avoided if the Government Printing Office had a disbursing clerk under bond and subject to the regulations of the Treasury Department. He could then be given sufficient funds at one time to pay off the same as is done in all the departments. Furthermore, the duties of disbursing officer impose considerable detailed clerical work on the Public Printer of which he ought to be free so as to have more time for other important requirements of his office.

With the adoption of this change, the bond of the Public Printer should be reduced to a nominal sum, for there is no more need to exact a heavy bond of him than there is of the head of a department or the Director of the Bureau of Engraving and Printing, not one of whom is under bond to the Government. A disbursing clerk's bond in such sum as the Secretary of the Treasury shall fix, as he does for all other disbursing clerks, would amply safeguard every interest of the Government and even better protect the advances made to this office than is now possible under the present system whereby the Public Printer is both the head of the establishment and its disbursing officer. This recommendation has at different times received the approval of the Secretary of the Treasury and the Joint Committee on Printing, and has been informally sanctioned by the present Comptroller General.

#### GOVERNMENT PULP AND PAPER MILL.

The fact that the cost of paper enters so largely into the expense of printing, amounting last year to more than one-fourth of the total charges, has prompted the Public Printer to give serious consideration to the establishment of a paper mill to supply the needs of this office and other branches of the Government service. Paper is now the only material, aside from cover cloths, entering into the production of a book that is not made by the Government Printing Office. All the type, electrotypes, stereotypes, type metal, inks, rollers, glue, and paste used in Government printing are manufactured by this office. An increasing quantity of machinery and equipment is being designed and manufactured or reconstructed to meet the special needs of the plant by the carpenter, electrical, machine, and metal shops, which are among the most efficient in the entire Government service. Soon the Government Printing Office will begin the production of line-cuts and half-tones for the illustration of Government publications, including the Patent Office Gazette and the millions of Farmers' Bulletins which are becoming more attractive and instructive with the extensive use of suitable illustrations.

This all goes to show that the addition of a paper mill to complete the equipment of the Government Printing Office for its tremendous task of spreading printer's ink (of its own make) over some 135 square miles of paper every year is not a radical innovation or the idle dream of a Government-ownership enthusiast. In fact, a number of the big newspapers of the country already operate their own paper mills as a matter of economy and necessity. Nor is the proposition a new one, for it has been submitted to Congress on several occasions.

While clerk of the Joint Committee on Printing in 1916 I drafted a bill authorizing and directing the Public Printer to provide a pulp and paper mill for the manufacture of printing paper for the Government. That bill (H. R. 17699, 64th Cong.) was carefully considered by the House Committee on Printing and acted upon favorably, with a report (No. 1244) setting forth fully the great need for a Government paper mill and the special advantages that the Government possesses for the establishment of such an industry of its own. Similar bills have been introduced in almost every Congress since then and have received more or less attention, but as yet no really active efforts have been made to secure legislative authority for the development of this too long neglected field for economy in Government printing.

With vast national forests in Alaska, California, Idaho, Montana, and other Western States, containing millions of acres of timber suitable for the production of wood pulp, the Government has only to erect a mill on one of its wonderful water-power sites in the same region to have the best pulp and paper mill in the world, and one which can be operated at an expense far less than is possible for any private plant. The growing and cutting of pulp wood under proper regulations would be of great service also in the vital work of reforestation by practical example of how conservation can best safeguard the public interest.

Government timber could be cut into Government pulp wood for the making of Government pulp, from which, with the aid of Government water power, there could be manufactured Government paper upon which to print Government



publications by a Government plant that has been in operation at Government expense for more than 60 years. So there is nothing really new or illogical in the process of converting Government forests into Government paper for the use of the Government Printing Office.

#### QUANTITY OF PAPER USED FOR PRINTING.

The vital importance of the cost of paper to the expenditures for the public printing and binding is shown by the fact, as has already been stated, that 27 cents of every dollar spent by this office in printing last year were for paper stock alone. The preceding year the high prices demanded for paper took 37 cents out of every dollar expended for Government printing. Perhaps an even better conception of the Government's expenditures for paper may be had from the statement that this office alone uses from forty to fifty million pounds of paper every year. If this paper were cut into octavo books and placed in a single stack, it would make a pile fully 500 miles high; and that represents only one year's supply.

Of course, it would not be practicable to manufacture in a single mill all the various kinds and grades of paper. One mill could, however, make all the newsprint, machine-finish book, and some of the coarser papers required by the Government. The House Committee on Printing in its report to the Sixty-fourth Congress recommended the erection of a 50-ton mill as ample to meet this requirement and estimated that the cost of such a plant in 1916 would be approximately \$1,000,000, based on figures then submitted by experts in the paper industry.

It might be more feasible to separate the pulp and paper mills, locating the former in or near some western forest reserve and erecting the paper mill proper along the Potomac River, near Washington. Thus the pulp instead of the finished product could be shipped across the country to Washington. The latter plan has the advantage of placing the paper mill where it would be under the immediate supervision of this office and accessible to paper experts in other branches of the Government.

Aside from the great benefit to this office of a Government owned and operated mill in the more economical and certain production of paper suitable to the needs of the public printing, such a plant would be of inestimable value to the paper industry and the large users of paper, especially the newspapers. It would afford opportunity for practical and thorough tests of the various fibers, other than wood, from which pulp for the making of paper may have to be obtained if the rapidly diminishing supply of suitable pulp wood becomes exhausted. Experimental tests of various fibers have been made by the laboratory mills of the United States Forest Service at Madison and the Bureau of Standards in Washington, but these tests have only demonstrated the need for further trials on a production basis, such as the 50-ton mill here proposed would afford.

The laboratories have proven already that suitable printing papers can be made from corn and cotton stalks, flax and cereal straws, wild and cultivated grasses, and other waste fibers. The Government has spent many thousands of dollars in these experiments through the Forest Service, the Department of Agriculture, and the Bureau of Standards. It is eminently proper, therefore, that the problem should now be worked out to its logical conclusion in the erection of an adequate mill for the manufacture of such paper on a commercial basis. As long as the paper manufacturers own large areas of timberlands they can not be interested in the development of other plant fibers for paper making in competition with their pulp-wood monopoly. The burden thus seems to be upon the Government to insure from other sources an adequate supply of print paper, which, according to the Federal Trade Commission, has become "a public necessity."

It is recommended, therefore, that Congress authorize the Public Printer to proceed at once to investigate thoroughly the practicability and feasibility of the erection of a Government paper mill and that other establishments of the Government

be directed to cooperate with the Public Printer in every way possible for the purpose of this investigation and report to Congress.

#### CENTRALIZE PURCHASE OF GOVERNMENT PAPER.

There is another recommendation in regard to the procurement of paper that I believe it my duty to submit at this time, for early consideration. It is proposed that substantially all paper, except distinctive paper for the printing of the currency, be purchased on one schedule according to a single standard of specifications, inspected in a uniform manner, and stored in a central warehouse for issue to the various branches of the Government service. At present numerous Government agencies are engaged in the purchase of large quantities of paper, the principal ones being the Government Printing Office, the General Supply Committee, the Post Office Department, the Quartermaster General of the Army, and the Paymaster General of the Navy. Even the Clerk of the House and the Secretary of the Senate buy paper for the use of Members of Congress. Thus the Government frequently competes with itself in the purchase of paper from the same contractor through these different agencies and sometimes pays various prices for substantially the same grade of paper.

Then, again, similar paper has been accepted or rejected by different Government inspectors—according to the varying methods and the laxity or thoroughness of the tests to which paper may be subjected in whatever office delivery is made. Consequently the contractor, although he may have complied with the Government specifications in good faith, often does not know “where he is at,” with a rejection of his paper by one department and an acceptance by another branch of the Government service. More often there is no inspection or test of the paper by many establishments which purchase under contracts awarded by the General Supply Committee, deliveries in many instances being accepted without ascertaining whether or not they conform to the contract specifications. As a result, other establishments which are more careful in the testing of paper and have occasion to reject deliveries from time to time, experience more or less trouble with contractors. The latter often insist that, inasmuch as their paper has been acceptable to the less critical department, it ought to be used by all, regardless of the failure to comply with the standards of quality which they agreed to furnish the Government.

Aside from the importance of standard grades of paper for all branches of the Government service and the need for uniformity of inspection, the really big thing that could be accomplished by a single purchasing agency for all Government departments is the substantial saving, through lower prices, that would be quoted for the larger and more certain quantities to be furnished under contracts with a single Government agency. This simplification of the method of doing business with the Government would undoubtedly be most acceptable to the paper trade, which is now generally reluctant to be entangled in the maze of official red tape. Beyond question, there would be better and keener competition for Government paper contracts awarded by one agency than now exists among the comparatively few paper manufacturers and dealers, who “know the ropes” of doing business with a score or more of Government paper buyers. Few salesmen are brave enough to explore all the nooks and corners in Washington where paper may be contracted for by clerks or officers who usually have no further interest in the transaction than to accept or reject perfunctorily bids for paper they never actually purchase, or in which they have no personal concern.

Such a method of purchasing paper is most unbusinesslike and unsatisfactory to the Government as well as to the contractor. The latter dislikes to run the gamut of the various Government agencies to which he might sell his paper, unless he is a professional Government contractor, with whom it usually is far less satisfactory to deal than with the manufacturer who has a direct and personal interest in maintaining the reputation of his product. These statements are borne out by the experience of the Government Printing Office as the purchaser of ten times the amount of paper annually contracted for by all other branches of the Government.

## ONE WAREHOUSE FOR ALL PAPER STOCK.

As the bulk of the paper purchased by the Government is used for printing purposes it is, of course, essential to the prompt and proper execution of its work that the Government Printing Office continue to purchase the paper as well as other materials entering into the product of this plant. The Government Printing Office requires annually from forty to fifty million pounds of paper of all kinds and grades, ranging from common newsprint to the finest ledgers and from the flimsiest tissues to the heaviest binder's board. A large and complete stock of these papers has to be kept on hand constantly in the warerooms of the big print shop.

Thus it might happen that a department is in immediate need of a certain kind of paper for some purpose, other than printing, which can not be procured from its own contractor within the required time. All the while the Government Printing Office may have in stock paper suitable for such an emergency but, unless used on a printing job, this paper can not be furnished the department, no matter how imperative the need. On the other hand, a vitally important job of printing may be called for on a moment's notice at a time when the Public Printer has not the necessary paper in stock. Although the department ordering the work may have the paper on hand in its own storeroom, such stock can not, under the law, be furnished the Public Printer for the completion of the job in question. The businesslike solution of this needless difficulty is to provide an adequate stock of paper in a central warehouse, available alike to the Government Printing Office and the various agencies of the Government according to their respective needs.

To my mind, there is but one logical and practicable place for such a warehouse, and that is in immediate connection with the Government Printing Office, which, as already stated, uses fully ten times more paper than all the other branches of the service put together. Furthermore, the Government Printing Office is already organized and equipped in every way to handle the purchase, inspection, and storage of the entire stock of the Government paper at less cost and in a better manner than is possible by any other agency of the Government.

The Government Printing Office has for many years been one of the largest and most successful purchasers of paper in the country. Through the cooperation of the Joint Committee on Printing in fixing upon standards of quality this office has taken the lead in paper standardization, its stocks being especially noted for uniformity and certainty of quality. In fact, the Government Printing Office was the pioneer in the adoption of standard specifications for paper and the employment of qualified experts for the inspection and testing of deliveries.

## STANDARDIZATION OF GOVERNMENT PAPER.

More than 10 years ago the Joint Committee on Printing, which by law is required to fix upon standards of paper for the public printing and binding, began to call annually upon a committee of Government paper experts, including representatives of this office, to prepare standard specifications for its consideration in inviting proposals for furnishing paper to the Government Printing Office. The standards first adopted by the Joint Committee on Printing and the Public Printer have since been generally followed by other branches of the Government in making their respective contracts for paper. Recently, however, some other agencies of the Government have begun to duplicate the work of the Joint Committee on Printing and this office in the preparation of standard paper specifications. This appears to be quite an unnecessary endeavor, inasmuch as the duplicate specifications cover only one-tenth as much paper as this office is required by law to procure under the standards of quality as fixed upon by the Joint Committee on Printing.

It is important, therefore, from an economic point of view, as well as in the interest of efficient service, that the purchase and storage of paper for the entire Government

service be placed under a single head. On account of the vastly greater interests of the Government Printing Office in that material which is so essential to its work, constituting, as it does, more than one-fourth of the entire charges for printing, I am firmly of the opinion that this office should be made the central agency for the purchase, inspection, and storage of paper required by all branches of the service, except, of course, the special needs of the Bureau of Engraving and Printing in the production of currency, stamps, bonds, and other securities of the Government.

But little legislation is necessary to make this recommendation effective, and the plan could be put into operation with slight additional expense to this office and certainly with a very substantial saving over the present haphazard system, or rather lack of system, in the procurement of some 5,000,000 pounds of paper by a score of Government agencies separate and apart from the 50,000,000 pounds bought annually by this office alone for the public printing and binding.

#### ENVELOPES CONTRACTED FOR BY POST-OFFICE BOARD.

Along with the centralization of paper purchases and storage in the Government Printing Office should come similar supervision over the procurement of envelopes. In compliance with an almost obsolete provision of law, for many years envelopes used by the departments and other establishments of the Government have been purchased under contracts awarded by the Post Office Department. The specifications and estimates for these envelopes are drawn by an interdepartmental committee of Government clerks who otherwise have little or nothing to do with paper specifications and practically no knowledge of the requirements of this office for envelopes suitable for printing purposes. The result has been that frequently envelopes are unfit for the work of the office or do not match paper bought either under the schedule of the Government Printing Office or of the General Supply Committee.

Although the Government Printing Office buys all the paper required for the printed letterheads of the departments, it is now required by law to purchase all the envelopes therefor under contracts awarded by the Post Office Department. This is an absurd situation, as the purchaser of stationery invariably wants his envelopes and paper to match, and he is able to obtain such service from every other print shop in the country except the Government Printing Office. Common sense indicates that the Government Printing Office ought to be empowered to procure envelopes the same as it now purchases all other materials. In the interest of economy and expert service, the purchase of all envelopes, except perhaps the stamped varieties, should be handled by the Government Printing Office in the same manner as paper. Envelopes and paper logically go together and could so be purchased and issued much more efficiently and satisfactorily than under the present division of this work among the twoscore of Government establishments.

There has been little or no inspection of most of the envelopes purchased under contracts awarded by the Post Office Department. Consequently, the efforts of this office to test envelopes delivered to it and to require that they comply with the standard specifications met with considerable opposition at first on the part of certain contractors, who insisted that, inasmuch as their envelopes were accepted by other departments which did not make an inspection of deliveries, the Government Printing Office ought not to demand full compliance with the specifications. Had there been uniformity of inspection at a central point of delivery, this controversy would not have arisen. In that event envelopes furnished all branches of the Government service could have been subjected to the same tests and the needs of the Government protected at all times. As in the case of paper, the Government Printing Office has the organization and facilities to handle the envelope business of the Government, and it would seem to be a function which really belongs to this office along with the purchase of paper.



## TESTING SECTION IN OPERATION.

In connection with the discussion of paper and envelopes, it seems fitting to call special attention to the testing section which was established in the Government Printing Office on February 1, 1922. This section has been equipped with the best and latest devices for the testing of paper and other materials used in the production of printing and binding. The section is in charge of one of the most efficient industrial engineers in the country, who has been given full authority to inspect and test all the products and stores of the Government Printing Office, and to engage in such other research work as may be deemed necessary from time to time to promote the best interests of the public service. With the organization of the testing section, new regulations were put into effect for the receipt, testing, and inspection of all materials, machinery, cuts, illustrations, paper, etc. These regulations provided a complete and thorough system for the inspection and testing of everything produced or used in the operation of this great establishment.

The printing act of 1895 (sec. 7) requires that the Public Printer "shall compare every lot of paper delivered by any contractor with the standard of quality fixed upon by the Joint Committee on Printing and shall not accept any paper which does not conform to it in every particular." The same act also created a board of inspection to examine and report to the Public Printer on paper and other materials delivered to the Government Printing Office, but the personnel of this board, as fixed by law, does not necessarily include any experts skilled in the technical testing of paper and other materials. Therefore it was essential to have such tests made by experts in other branches of the Government service, sometimes by the Bureau of Standards and at other times by the leather and paper laboratory of the Department of Agriculture. Paper, in particular, was so tested for a number of years, but other materials received little or no technical test on delivery owing to the impracticability of sending samples in large numbers to the laboratories located at some distance from this office. Even as to paper, the office was frequently and seriously handicapped by having to send samples to laboratories in other departments of the Government which generally were preoccupied in their own work.

The result was that sometimes our big presses had to be held up for hours at considerable expense awaiting reports from the outside laboratories as to whether the necessary paper could be accepted and used for the particularly urgent job in hand. This was not the fault or negligence of the laboratories, but was generally due to their remote location, out of touch with the actual conditions and requirements of this office.

It is of the utmost importance that whoever makes the tests of paper and other materials entering into the product of this office should have accurate and intimate knowledge of all the conditions and requirements under which such materials are to be used. Then, too, the outside laboratories are engaged usually in theoretical investigations and do not possess the practical viewpoint necessary in the constant testing of materials for a great industrial plant like the Government Printing Office.

The Public Printer felt compelled, therefore, to provide for the technical testing of paper and materials in the Government Printing Office itself, not only as a business necessity, but also to safeguard more carefully the interests of the Government. This insures the better methods of inspection which are possible only with a fully equipped laboratory close at hand, ready for any emergency or demand that may be made upon it for the proper testing of all the products and all the materials of this office.

Where there is an immediate demand for material, as is frequently the case, inspection may be made and the test completed while the delivery is in progress, so that the office can be at once advised as to whether the material is available for use. During the year this situation has happened a number of times, especially in the delivery of postal-card paper, the inspection and test of which are sometimes made at all hours of the day and night. Heretofore, the postal-card presses had to be shut down for hours at a time, no matter how urgent was the demand for cards, awaiting reports from an outside laboratory as to whether the necessary paper could be accepted and used.

## SAVINGS DUE TO INVESTIGATIONS.

Not only has the testing section done more thorough and satisfactory work in the inspection of paper than has been possible heretofore, but it has also undertaken a number of industrial investigations that have already been of much value to the Government. These investigations have effected a saving in materials used by this office greater than the total cost of the laboratory and its operation up to date. For example, the chief of tests in his investigation of printing inks developed a satisfactory stencil ink, which is now made by this office at a cost of 32 cents a pound, as compared with from \$1.95 to \$3 a pound formerly paid a commercial firm for similar ink.

An investigation of solvents used for washing type and plates resulted in the preparation of a suitable solvent for  $10\frac{1}{2}$  cents a gallon, which formerly cost 34 cents, the laboratory test disclosing the fact that the commercial product was simply kerosene colored with a small percentage of pine-tar oil. A well-known washing compound was analyzed and the testing section worked out a formula for a better cleanser at a cost of 5.1 cents per pound, as compared with 12.1 cents which had been paid for the commercial product.

In the regular inspection of gasoline, of which the office uses large quantities for cleaning purposes, the testing section has likewise rendered good service by insuring deliveries that comply with the standard specifications. Heretofore the poor grades of gasoline furnished by some contractors were the source of much trouble and extra work, due to their failure to clean properly the thousands of plates and galleys of type handled daily in the big shop. Book cloths, type, type metal, and roller compounds are among the other materials now being regularly tested by the new section, which is likewise engaged in preparing standard specifications for practically every material used in the production of printing and binding.

The testing section has already aided materially in bringing about a more cordial feeling and understanding between the Government and contractors doing business with this office. Not only is the Government assured that the deliveries of material comply fully with the standard specifications, but the contractors have come to realize that an absolutely fair and impartial test is made of their products and that all are being treated with equal consideration.

The work of the testing section bids fair to become one of the outstanding features of the Government Printing Office, and the results of its investigations will undoubtedly be of inestimable value to the printing trade in general. No one thing that has been undertaken since I became Public Printer has given me greater satisfaction or more fully measured up to expectations than the work of the testing section under its able chief, Mr. E. O. Reed, who came to this office with a rich experience gained in the leather and paper laboratory of the Department of Agriculture as a coworker with Dr. F. P. Veitch, one of the foremost paper and leather experts in the country.

## COLLECTION AND SALE OF WASTE PAPER.

Carrying out the plan announced in the report for 1921, to relieve the Public Printer of his unenviable rôle of Government junk dealer in old papers and waste-basket trash, the amount of waste paper handled by this office was reduced from 12,025,718 pounds in 1921 to 8,681,673 pounds in 1922, a decrease of 3,344,045 pounds for the year. Of this vast accumulation of waste paper, 6,740,964 pounds came from the departments in 1921, as compared with 3,814,161 pounds in 1922, a decrease in departmental waste paper disposed of through this office of 2,926,803 pounds for the year. The waste paper of the Government Printing Office itself, consisting mostly of obsolete publications and bindery cuttings, amounted to 4,867,512 pounds in 1922, as compared with 5,284,754 pounds in 1921, a decrease of

417,242 pounds. These figures show that 56 per cent of the waste paper in 1921 came from the departments, while only 44 per cent was obtained from that source in 1922.

The receipts derived by the sale of waste paper dropped from \$261,151.58 in 1921 to \$90,250.30 in 1922. This was due not only to the decrease of more than one-fourth in quantity but also to the decided slump in prices paid for waste paper, which fell from .034 cent per pound for the common grade in 1921 to .0135 cent for the same grade in 1922.

The Public Printer is of the opinion that the collection and disposal of waste paper for other branches of the Government is no part of the proper functions of the Government Printing Office and that this work can be carried on much more economically by the departments through private contractors. The Government Printing Office has neither the time nor space to act as the official junk dealer for the various departments. Its officers and employees are engaged in more important work. Therefore it is my purpose, as far as possible, to discontinue this side line, which was added to the other burdens of the Government Printing Office during the war period. It may be profitable to some one to sort out the filth and trash from departmental wastebaskets, but the experience of the Government Printing Office in this regard has clearly demonstrated the fact that Uncle Sam is not a successful junk dealer.

#### FIRE MENACE IN THE OLD BUILDING.

Attention of the Congress is again most earnestly invited to the serious fire risk which exists in the old building of the Printing Office. A considerable portion of this building was erected prior to the Civil War and all of it was completed more than fifty years ago. Except for its brick outer walls, practically the entire building is of wooden construction, even to the columns supporting its four floors. Many of the wooden columns and girders are twisted; the floors are badly worn, needing constant attention to keep them even reasonably safe; wooden window sills are rotted, and the roof boards are in such condition that extensive repairs will be necessary within the next year to keep them in any semblance of a safe condition.

Of necessity, the old building has to be used as a warehouse for paper and other inflammable materials for which there is no room in the new building. The carpenter, paint, machine, blacksmith, and electrical shops have had to be located in the old building, likewise adding greatly to an already perilous situation. If a fire once got under headway in this structure, it is believed by everyone who has studied the matter that nothing could stop the flames until they had wiped out, not only the old building, but also the new building and the Documents Office as well.

The destruction of the Government Printing Office would cause many of the essential activities of the Government, which are dependent upon such printing as only this office is equipped and qualified to do, to stand still for many months until a new plant could be erected over the ashes of the old. Congress would have nowhere else to go for the timely printing of the Congressional Record and the bills, reports, and other papers required in the course of legislation. Such a disaster should not be possible, yet it constantly threatens as long as the old building is permitted to stand in its present condition.

Therefore, I can not allow this opportunity to pass without again warning Congress of this peril to the lives of more than 4,000 employees in a fire that would quickly destroy the world's greatest printing plant. Modern fire-fighting apparatus has been installed in various parts of the building, numerous fire alarms and escapes provided, and suitable fire drills arranged, but even with these precautions it is doubtful if all the employees could escape from the flames that would sweep through the old building like a tinder box.

## GREAT NEED FOR NEW WAREHOUSE.

Secondary only to the importance of tearing down the old fire trap is the necessity for an adequate and safe warehouse for the vast quantity of equipment, materials, and supplies which this office has to keep constantly on hand for the prompt execution of the public printing and binding. The paper and envelopes on hand June 30, 1922, cost the Government \$568,689.63, and the cost of other materials and supplies also in the old warehouse on that date was \$201,355.79. Thus a stock costing the Government more than three-fourths of a million dollars, and oftentimes exceeding a million dollars in value, is constantly exposed to total loss by fire, without a cent of insurance.

As a matter of fact, the warehouse stock needed to operate this plant without loss of time should frequently be twice as large as it is now possible or safe to carry in the old building. Some years ago, Army engineers, after a thorough examination of the building, placed a restriction on the loading of its old wooden floors to not exceed a third of its normal capacity. Consequently, the old building is not only a serious fire risk but it is also for the larger part a useless and unsafe structure.

It is urgently recommended, therefore, that Congress at once authorize the erection of a new building that will be adequate and suitable, not only for warehouse and shop purposes, but will also provide much needed space for the activities that are crowding the so-called new building, now more than 20 years old. The Superintendent of Documents is also in dire need for room in which to conduct the distribution and sale of Government publications that are increasing at a tremendous rate. As has been stated heretofore in this report, the Superintendent of Documents could easily build up a sales business amounting to more than \$1,000,000 a year if he had adequate room in which to handle such a growth in his work. The activities of the Documents Office have, however, about reached their maximum in the present building, and unless additional space is soon provided, distribution for the departments as well as the sale of Government publications will have to halt, as there is absolutely no more space available in the present buildings for additional storage of Government publications, or room in which to handle the rapidly growing sales.

If the plans of the General Accounting Office are put into effect for the standardization of blank forms, to be printed and kept in stock by this office for supply to the various departments and establishments of the Government as required from time to time, there will be still another need for more storage space than is now available in the Government Printing Office. Such a plan meets with the full approval of this office, for it means a worth-while economy in the printing of fewer standard forms to replace the hundreds of various blanks now used by the numerous Government accounting offices. The plan is already in operation as to the printing and handling by this office of standard transportation vouchers.

Aside from the simplification in printing and accounting that will come from the adoption of standard forms for all the departments and establishments of the Government, there will be a large saving in the stocking and supply of these forms by the Government Printing Office. Instead of the increasing demand by various departments for "rush" work at extra expense in the printing of exhausted forms, adequate supplies could be printed in advance and kept on hand for the convenience of all branches of the Government service. This is the general practice of large commercial concerns, such as railroads and express companies, that use similar forms in vast quantities and procure them from the same printer, who keeps large stocks on hand to supply his customers without delay or extra expense.

## STORAGE FOR STOCKS OF FORMS AND PAPER.

With proper space in a new warehouse, the Government Printing Office could carry on just such a service for the entire Government. It would cause a large reduction in the present high cost of printing and handling the millions of blank forms used by



the Government every year. An economy of this sort, in the interest of the better transaction of the public business, presents a most forceful argument of itself for additional and safe storage space at the Government Printing Office as is here proposed.

Adoption of the suggestion made in this report for the purchase and storage by the Public Printer of paper and envelopes required by all branches of the Government service would sooner or later necessitate an enlargement of the Government Printing Office warehouse, which is not adequate for even the stocks of paper and envelopes now handled by this office. With a new building the proposed centralization of paper and envelope purchases could be effected in this office to the great improvement of the service and also with a substantial saving made possible by the procurement of larger and more definite quantities at lower prices.

Therefore, the urgent need of a warehouse in which to store properly and safely the vast stock of paper and envelopes which the Government has to have on hand at all times, nine-tenths of the paper being used by this office for printing purposes, would amply justify the erection of a suitable building for that purpose alone, if no other considerations were involved.

#### SPACE FOR CONGRESSIONAL FOLDING ROOM.

Space could also be provided in the new building for the folding rooms of the House and the Senate, thus putting an end to the hauling of hundreds of thousands of public documents for congressional distribution to and from the Capitol. The basements and sub-basements of the Capitol, the House and Senate Office Buildings, and one or two rented warehouses are choked with thousands upon thousands of Government publications awaiting distribution by Members of Congress. This vast amount of inflammable material constitutes a constant and serious menace to the Capitol Building and its wealth of historic objects and works of art which no amount of money could ever replace.

The danger could be readily avoided by providing space for the storage of congressional publications in the warehouse of the Government Printing Office, where the folding-room distribution might still be under the supervision of congressional officers and yet be carried on with the utmost safety and convenience.

By storing the congressional supply of documents in proximity to the City Post Office and the Union Station, their distribution could be greatly expedited and carried on at much less expense than under the present method of trucking an endless quantity of books and pamphlets from the Government Printing Office to the Capitol and then back again to the City Post Office. Access could be had in the Government Printing Office to the conveyor which carries the vast quantities of publications sent out daily by the Superintendent of Documents over an endless belt and through a tunnel direct to the City Post Office, where the thousands of mail sacks from this office are sped along to outgoing trains in less than eight minutes from the time they are tied up in the office of the Superintendent of Documents. Such a convenience and saving of time and space at the Capitol would alone be well worth much of the expenditure here proposed for a new warehouse.

All of the old buildings facing on H Street, from North Capitol Street to and including the office of the Superintendent of Documents, should be replaced by a modern seven or eight story fireproof structure of the best factory type. A building of this size, with a frontage of 384 feet on H Street and 175 feet on North Capitol Street, would cost approximately \$3,500,000.

It would be impracticable to undertake the entire building operation at one time on account of the necessity for storage space and room for the continued operation of the Documents Office and the various shops now located in the old building. Therefore, it is proposed to construct the new building in sections, thus permitting the use of a considerable portion of the old building until such time as part of the new structure may be ready for occupancy. Informal plans have been prepared showing that it would be possible to erect the building in three or four sections which, when com-

pleted, would form a structure ample and suitable for the public printing and binding and the distribution of Government publications for many years to come. No additional land is required for this purpose as the Government already owns all the space needed for the erection of a new building.

#### MONEY ALREADY SAVED FOR A NEW BUILDING.

The building project could be financed by authorizing that a specified sum be expended therefor, under the direction of the Joint Committee on Printing, out of the available balances and miscellaneous receipts, amounting to more than \$4,700,000, which this office has left untouched in the Treasury during the last two years. It is therefore recommended that the matter be given earnest and favorable consideration by Congress while there is yet time to save this great establishment from destruction by fire which seems inevitable sooner or later, unless the present source of danger is eliminated by the building of a thoroughly fireproof structure.

Under authority of the act approved March 20, 1922, the Public Printer has decided to discontinue the printing of such other and additional reports for the fiscal year ended June 30, 1922, as have usually been submitted to Congress concerning the business of the Government Printing Office. The original copy of such reports will be kept on file in the office of the Public Printer for public inspection as provided for in said act. Under similar authority, the Public Printer's report for 1921 was reduced to a 56-page pamphlet from a volume of 716 pages as printed for 1920, thereby effecting a saving of \$6,685.06. A like saving will be made in the report as here submitted.

Appended hereto are several statistical and financial tables setting forth in more detail the transactions of the Government Printing Office for the fiscal year ended June 30, 1922.

#### RECOMMENDATIONS.

In conclusion I would respectfully invite attention again to the following recommendations as submitted herewith for consideration by Congress:

Sale of Government publications to curtail free copies, page 15.

Fund to advertise sales of publications by Superintendent of Documents, page 16.

Discontinue designated special libraries for The Official Patent Gazette, page 17.

Discontinue designated libraries for Geological Survey publications, page 17.

Government commissaries open to all employees, page 20.

Retirement law amendments, page 26.

All wages to be fixed by Public Printer, page 27.

Saturday half holiday throughout year, page 28.

Two weeks' annual leave with pay, page 28.

Sick leave for Printing Office employees, page 28.

Removal of limit on number of apprentices, page 29.

Specific appropriations for all printing, page 32.

Relieve Public Printer of duties of disbursing officer, page 33.

Erection of Government pulp and paper mill, page 34.

Centralize purchase, inspection, and storage of paper, page 36.

Standardization of Government paper, page 37.

Envelopes to be bought by Government Printing Office, page 38.

Sale of waste paper by the Public Printer, page 41.

Construction of new warehouse, page 42.

Respectfully submitted.

*George H. Carter*  
Public Printer.

## STATISTICAL TABLES.

TABLE NO. 1.—*Financial statement for the fiscal year ended June 30, 1922.*

|   | Resources.   | Disbursements. | Unexpended balance. |
|---|--------------|----------------|---------------------|
| <b>APPROPRIATION, 1920.</b>   |              |                |                     |
| Public printing and binding:  |              |                |                     |
| Balance July 1, 1921.....   | \$101,735.72 |                |                     |
| Amount transferred on books of Treasury through auditor's settlements, being printing for departments or bureaus payable from various appropriations..... | 878.96       |                |                     |
| Deposit to credit of appropriation by sundry disbursing officers and individuals for printing done and for proceeds of sales of certain documents.....    | 67.74        |                |                     |
| Disbursed for lithographing and engraving.....  |              | \$4,889.00     |                     |
| Disbursed for material and supplies.....  |              | 6,743.10       |                     |
| Total.....  | 102,682.42   | 11,632.10      | \$91,050.32         |
| Leaves of absence, Government Printing Office:  |              |                |                     |
| Balance July 1, 1921.....   | 2,589.73     |                |                     |
| Disbursed during fiscal year.....   |              | 44.96          |                     |
| Total.....  | 2,589.73     | 44.96          | 2,544.77            |
| Salaries, office of the Public Printer:   |              |                |                     |
| Balance July 1, 1921.....   | 9,705.27     |                | 9,705.27            |
| Payment for holidays, Government Printing Office:   |              |                |                     |
| Balance July 1, 1921.....   | 28,223.46    |                | 28,223.46           |
| Salaries, office of Superintendent of Documents:  |              |                |                     |
| Balance July 1, 1921.....   | 16,837.08    |                | 16,837.08           |
| General expenses, office of Superintendent of Documents:  |              |                |                     |
| Balance July 1, 1921.....   | 16,861.68    |                | 16,861.68           |
| Increase of compensation:   |              |                |                     |
| Balance July 1, 1921.....   | 75.71        |                | 75.71               |
| <b>APPROPRIATION, 1921.</b>   |              |                |                     |
| Public printing and binding:  |              |                |                     |
| Balance July 1, 1922.....   | 2,988,842.92 |                |                     |
| Amount transferred on books of Treasury through auditors' settlements, being printing for departments or bureaus payable from various appropriations..... | 302,284.15   |                |                     |
| Deposit to credit of appropriation by sundry disbursing officers and individuals for printing done and for proceeds of sales of certain documents.....    | 192,616.70   |                |                     |
| Transferred from general expense, office of Superintendent of Documents.....  | 20,201.47    |                |                     |
| Disallowances deposited.....  | 223.65       |                |                     |
| Disbursed for labor during fiscal year.....   |              | 180,475.39     |                     |
| Disbursed for paper.....  |              | 589,501.02     |                     |
| Disbursed for lithographing and engraving.....  |              | 91,938.53      |                     |
| Disbursed for material and supplies.....  |              | 324,447.74     |                     |
| Transferred to Interior civil ledger.....   |              | 8,076.61       |                     |
| Total.....  | 3,504,168.89 | 1,194,439.29   | 2,309,729.60        |
| Leaves of absence, Government Printing Office:  |              |                |                     |
| Balance July 1, 1921.....   | 10,286.07    |                |                     |
| Disallowance deposited.....   | .12          |                |                     |
| Disbursed during fiscal year.....   |              | 7,572.44       |                     |
| Total.....  | 10,286.19    | 7,572.44       | 2,713.75            |
| Salaries, office of the Public Printer:   |              |                |                     |
| Balance July 1, 1921.....   | 18,666.36    |                |                     |
| Disbursed during fiscal year.....   |              | 7,206.83       |                     |
| Total.....  | 18,666.36    | 7,206.83       | 11,459.53           |

TABLE NO. 1.—*Financial statement for the fiscal year ended June 30, 1922*—Continued.

|   | Resources.   | Disbursements. | Unexpended balance. |
|---|--------------|----------------|---------------------|
| APPROPRIATION, 1921—Continued.  |              |                |                     |
| Payment for holidays, Government Printing Office:   |              |                |                     |
| Balance July 1, 1921.....   | \$17,153.19  |                |                     |
| Disbursed during fiscal year.....   |              | \$13,240.98    |                     |
| Total.....  | 17,153.19    | 13,240.98      | \$3,912.21          |
| Salaries, office of Superintendent of Documents:  |              |                |                     |
| Balance July 1, 1921.....   | 20,088.83    |                |                     |
| Disbursed during fiscal year.....   |              | 6,411.84       |                     |
| Total.....  | 20,088.83    | 6,411.84       | 13,676.99           |
| General expenses, office of Superintendent of Documents:  |              |                |                     |
| Balance July 1, 1921.....   | 30,180.54    |                |                     |
| Transferred to public printing and binding, 1921.....   |              | 20,201.47      |                     |
| Disbursed during fiscal year.....   |              | 2,449.76       |                     |
| Total.....  | 30,180.54    | 22,651.23      | 7,529.31            |
| Increase of compensation:   |              |                |                     |
| Balance July 1, 1921.....   | 4,548.52     |                |                     |
| Drawn from Treasury.....  | 31,000.00    |                |                     |
| Disallowance deposited.....   | 8.01         |                |                     |
| Disbursed during fiscal year.....   |              | 35,231.89      |                     |
| Total.....  | 35,556.53    | 35,231.89      | 324.64              |
| APPROPRIATION, 1921-22.   |              |                |                     |
| Public printing and binding:  |              |                |                     |
| Balance July 1, 1921.....   | 169,502.70   |                |                     |
| Disbursed for night messenger service.....  |              | 2,800.00       |                     |
| Total.....  | 169,502.70   | 2,800.00       | 166,702.70          |
| APPROPRIATION, 1922.  |              |                |                     |
| Public printing and binding:  |              |                |                     |
| Appropriation act, Mar. 4, 1921.....  | 6,256,390.00 |                |                     |
| Deficiency act, Dec. 17, 1921.....  | 150,000.00   |                |                     |
| Amount transferred on books of Treasury through auditors' settlements, being printing for departments or bureaus payable from various appropriations..... | 2,169,854.44 |                |                     |
| Deposit to credit of appropriation by sundry disbursing officers and individuals for printing done and for proceeds of sales of certain documents.....    | 1,204,274.11 |                |                     |
| Transferred from general expenses, office of Superintendent of Documents.....   | 116,915.75   |                |                     |
| Disallowances deposited.....  | 1.63         |                |                     |
| Transferred to leaves of absence.....   |              | 25,000.00      |                     |
| Disbursed for labor during fiscal year.....   |              | 4,933,437.55   |                     |
| Disbursed for paper.....  |              | 1,772,692.35   |                     |
| Disbursed for lithographing and engraving.....  |              | 131,471.59     |                     |
| Disbursed for material and supplies.....  |              | 499,567.41     |                     |
| Disbursed for payment to Joseph L. Pearson, for printing done for the United States Supreme Court.....  |              | 5,505.25       |                     |
| Transferred to Interior civil ledger.....   |              | 100,470.00     |                     |
| Total.....  | 9,897,435.93 | 7,468,144.15   | 2,429,291.78        |
| Leaves of absence, Government Printing Office:  |              |                |                     |
| Appropriation act, Mar. 4, 1921.....  | 560,000.00   |                |                     |
| Deficiency act, Dec. 17, 1921.....  | 17,618.00    |                |                     |
| Transferred from public printing and binding.....   | 25,000.00    |                |                     |
| Disbursed during fiscal year.....   |              | 580,056.93     |                     |
| Transferred to Interior civil ledger.....   |              | 12,921.58      |                     |
| Total.....  | 602,618.00   | 592,978.51     | 9,639.49            |
| Salaries, office of the Public Printer:   |              |                |                     |
| Appropriation act, Mar. 4, 1921.....  | 202,310.00   |                |                     |
| Disallowance deposited.....   | .22          |                |                     |
| Disbursed during fiscal year.....   |              | 167,867.97     |                     |
| Transferred to Interior civil ledger.....   |              | 3,967.04       |                     |
| Total.....  | 202,310.22   | 171,835.01     | 30,475.21           |



TABLE NO. 1.—*Financial statement for the fiscal year ended June 30, 1922—Continued.*

|  | Resources.   | Disbursements. | Unexpended balance. |
|--|--------------|----------------|---------------------|
| APPROPRIATION, 1922—Continued.                           |              |                |                     |
| Payment for holidays, Government Printing Office:        |              |                |                     |
| Appropriation act, Mar. 4, 1921.....                     | \$300,000.00 |                |                     |
| Disbursed during fiscal year.....                        |              | \$277,547.61   |                     |
| Transferred to Interior civil ledger.....                |              | 6,106.00       |                     |
| Total.....   | 300,000.00   | 283,653.61     | \$16,346.39         |
| Salaries, office of Superintendent of Documents:         |              |                |                     |
| Appropriation act, Mar. 4, 1921.....                     | 215,393.20   |                |                     |
| Disbursed during fiscal year.....                        |              | 197,459.19     |                     |
| Transferred to Interior civil ledger.....                |              | 4,064.40       |                     |
| Total.....   | 215,393.20   | 201,523.59     | 13,869.61           |
| General expenses, office of Superintendent of Documents: |              |                |                     |
| Appropriation act, Mar. 4, 1921.....                     | 180,000.00   |                |                     |
| Transferred to public printing and binding, 1922.....    |              | 116,915.75     |                     |
| Disbursed during fiscal year.....                        |              | 6,295.10       |                     |
| Total.....   | 180,000.00   | 123,210.85     | 56,789.15           |
| Increase of compensation:                                |              |                |                     |
| Drawn from Treasury.....                                 | 980,700.00   |                |                     |
| Disbursed during fiscal year.....                        |              | 979,537.77     |                     |
| Total.....   | 980,700.00   | 979,537.77     | 1,162.23            |
| Salaries and expenses, Congressional Record index:       |              |                |                     |
| Appropriation act, Mar. 4, 1921.....                     | 9,100.00     |                |                     |
| Disbursed during fiscal year.....                        |              | 8,341.66       |                     |
| Total.....   | 9,100.00     | 8,341.66       | 758.34              |

## RECAPITULATION.

|   |               |
|---|---------------|
| Total paid for printing for United States Supreme Court.....                | \$5,505.25    |
| Total paid for labor during fiscal year.....                                | 15,222,450.55 |
| Total paid for material and supplies.....                                   | 830,758.25    |
| Total paid for lithographing and engraving.....                             | 228,290.12    |
| Total paid for paper.....   | 2,362,193.37  |
| Total paid for night messenger service.....                                 | 2,800.00      |
| Transferred to leaves of absence.....                                       | 25,000.00     |
| Total paid for printing and binding.....                                    | 8,677,015.54  |
| Total paid for salaries during fiscal year.....                             | 3,179,041.84  |
| Total paid for leaves of absence during fiscal year.....                    | 3,600,595.91  |
| Total paid for holidays during fiscal year.....                             | 4,296,894.59  |
| Total paid for salaries, office of Superintendent of Documents.....         | 5,207,935.43  |
| Total paid for general expenses, office of Superintendent of Documents..... | 145,862.08    |
| Total paid for increase of compensation.....                                | 1,014,769.66  |
| Total paid for salaries and expenses, Congressional Record index.....       | 8,341.66      |
| Grand total.....  | 11,130,456.71 |
| Includes amount paid to retirement fund 1.....                              | 100,470.00    |
| Includes amount paid to retirement fund 2.....                              | 3,967.04      |
| Includes amount paid to retirement fund 3.....                              | 12,921.58     |
| Includes amount paid to retirement fund 4.....                              | 6,106.00      |
| Includes amount paid to retirement fund 5.....                              | 4,064.40      |
| Total paid to retirement fund.....  | 127,529.02    |
| RESOURCES.  |               |
| Public printing and binding, 1922:  |               |
| Balance July 1, 1922.....   | 2,595,994.48  |
| Deficiency act, July 1, 1922.....   | 35,453.03     |
| Amount due on account of repayment to appropriation, July 1, 1922.....      | 205,610.63    |
| Total.....  | 2,837,058.14  |
| LIABILITIES.  |               |
| Wages earned and unpaid July 1, 1922.....                                   | \$96,695.70   |
| Outstanding orders July 1, 1922, subject to 10 per cent over and under..... | 665,341.76    |
| Printing for United States Supreme Court.....                               | 9,294.00      |
|   | 771,331.46    |
| Net balance July 1, 1922.....   | 2,065,726.68  |

TABLE NO. 2.—*Moneys received during fiscal year 1922, the source, and Treasury deposit.*

| 1920.  |              |
|--|--------------|
| Deposited to the credit of appropriation for public printing and binding:  |              |
| Refunds—   |              |
| The Aetna Paper Co.....  | \$20.34      |
| 1921.  |              |
| Deposited to the credit of appropriation for public printing and binding:  |              |
| Reprints under act Mar. 28, 1904.....  | \$22,398.96  |
| Printing for Post Office Department.....   | 127,993.87   |
| Printing for War Department.....   | 6,033.99     |
| Printing for Navy Department.....  | 1,320.59     |
| Printing for United States Railroad Administration.....  | 1,520.29     |
| Printing for United States Shipping Board.....   | 10,606.41    |
| Printing for Pan American Union.....   | 120.08       |
| Printing for Treasury Department.....  | 20.31        |
| Printing for United States Telegraph and Telephone Administration.....   | 413.85       |
| Printing for United States Railroad Labor Board.....   | 375.83       |
| Printing for American Electric Railway Association.....  | 8,300.00     |
| Printing for Federal Electric Railway Commission.....  | 1,168.40     |
| Printing for National Academy of Sciences.....   | 230.41       |
| Printing for Superintendent State, War, and Navy Department.....   | 193.53       |
| Printing for Alien Property Custodian.....   | 519.41       |
| Printing for House of Representatives.....   | 2.60         |
| Printing for Smithsonian Institution.....  | 4.45         |
| Auditor's disallowances.....   | 223.65       |
| Refunds—   |              |
| Lanston Monotype Machine Co.....   | 207.80       |
| American Writing Paper Co.....   | 24.47        |
| A. D. Smith Co.....  | 106.00       |
| The Aetna Paper Co.....  | 6.40         |
| Southworth Co.....   | 47.50        |
| Pennsylvania R. R. Co.....   | 221.66       |
| Deposited to the credit of appropriation for increase of compensation, auditor's disallowance.....               | 182,373.46   |
| Deposited to the credit of appropriation for leaves of absence, auditor's disallowance.....                      | 8.01         |
|  | .12          |
| 1922.  |              |
| Deposited to the credit of appropriation for public printing and binding:  |              |
| Reprints under act of Mar. 28, 1904.....   | \$166,432.98 |
| Printing for Post Office Department.....   | 916,026.38   |
| Printing for War Department.....   | 22,260.60    |
| Printing for Navy Department.....  | 1,480.77     |
| Printing for United States Railroad Administration.....  | 18,504.96    |
| Printing for United States Shipping Board.....   | 31,124.18    |
| Printing for Interior Department.....  | 191.18       |
| Printing for State Department.....   | 1,533.20     |
| Printing for Conference on Unemployment.....   | 824.22       |
| Printing for National Home for Disabled Volunteer Soldiers.....  | 19.11        |
| Printing for Department of Justice.....  | 162.66       |
| Printing for Pan American Union.....   | 2,254.73     |
| Printing for Superintendent, State, War, and Navy Department.....  | 1,437.05     |
| Printing for Columbia Institute for the Deaf.....  | 3.02         |
| Printing for United States Veterans' Bureau.....   | 1,107.41     |
| Printing for United States Railroad Labor Board.....   | 97.83        |
| Printing for Rock Creek Parkway Commission.....  | 8.47         |
| Printing for Treasury Department.....  | 9,743.89     |
| Printing for Public Buildings Commission.....  | 69.41        |
| Printing for Secretary of the Senate.....  | 212.32       |
| Printing for Alien Property Custodian.....   | 1,061.59     |
| Printing for National Committee on Fine Arts.....  | 145.47       |
| Printing for National Academy of Sciences.....   | 1.46         |
| Printing for House of Representatives.....   | 230.43       |
| Sale of stamps.....  | 196.00       |
| Expenses incurred in making sales of waste paper, condemned material, etc.....                                   | 4,219.01     |
| Auditor's disallowances.....   | 1.63         |
| Refunds—   |              |
| Lanston Monotype Machine Co.....   | 95.90        |
| M. Joyce Engraving Co. (Inc.).....   | 7.94         |
| Columbia Smelting & Refining Co.....   | 11.50        |
| E. B. Adams Co.....  | 50.00        |
| Pennsylvania Railroad Co.....  | 18.58        |
| Deposited to the credit of appropriation for salaries, office of the Public Printer, auditor's disallowance..... | 1,179,533.88 |
| Deposited to the credit of receipts from miscellaneous sources:  | .22          |
| Printing speeches.....   | \$73,116.62  |
| Sales of documents.....  | 75,000.00    |
| Sales of extra documents.....  | 41,604.28    |
| Sales of condemned machinery, material, etc.....   | 2,333.26     |
| Sales of leather scraps.....   | 21.98        |
| Sales of refuse wood.....  | 1,994.35     |
| Sales of waste metal.....  | 4,855.60     |
| Sales of waste paper.....  | 90,250.30    |
| Proceeds of waste gold.....  | 1,006.36     |
| Total.....   | 290,182.75   |
| Total.....   | 1,652,118.78 |

TABLE 3.—*Production of principal items entering into printing and binding in fiscal years 1920, 1921, and 1922.*

| Item.  | 1920              | 1921              | 1922              |
|--|-------------------|-------------------|-------------------|
| <b>Main office and branch offices:</b>             |                   |                   |                   |
| Total charges for printing and binding.....        | \$12, 589, 571.79 | \$12, 876, 362.86 | \$10, 159, 436.42 |
| Jackets written.....                               | 64, 440           | 56, 521           | 57, 853           |
| Estimates written.....                             | 51, 985           | 49, 687           | 42, 619           |
| Bills computed.....                                | 73, 342           | 69, 215           | 67, 834           |
| <b>Main office:</b>                                |                   |                   |                   |
| Total number of ems set.....                       | 2, 694, 226, 900  | 2, 221, 615, 200  | 2, 354, 450, 500  |
| Tabular matter in total ems..... per cent.....     | 33                | 37                | 37                |
| Hours of time work in composing sections.....      | 367, 600          | 301, 228          | 279, 992          |
| Electrotype and stereotype..... square inches..... | 15, 692, 960      | 11, 906, 034      | 12, 709, 625      |
| Postal cards printed.....                          | 699, 300, 420     | 1, 272, 345, 782  | 989, 978, 000     |
| Money-order books shipped.....                     | 773, 930          | 858, 583          | 794, 006          |
| Forms sent to press.....                           | 201, 480          | 167, 635          | 161, 905          |
| Actual impressions in main pressroom.....          | 707, 037, 654     | 539, 006, 372     | 498, 655, 383     |
| Chargeable impressions in main pressroom.....      | 2, 603, 602, 730  | 2, 317, 644, 449  | 2, 099, 473, 275  |
| Sheets folded by machine.....                      | 230, 216, 912     | 193, 327, 985     | 208, 668, 219     |
| Signatures gathered by machine.....                | 141, 777, 768     | 109, 646, 295     | 128, 262, 237     |
| Tips made by machine.....                          | 3, 601, 230       | 3, 471, 786       | 4, 943, 200       |
| Copies wire-stitched.....                          | 57, 142, 305      | 45, 880, 416      | 46, 261, 538      |
| Copies paper-covered.....                          | 6, 782, 731       | 5, 591, 499       | 4, 943, 062       |
| Books and pamphlets trimmed.....                   | 84, 549, 380      | 63, 286, 309      | 63, 384, 459      |
| Sheets cut.....                                    | 467, 649, 977     | 382, 201, 101     | 321, 637, 500     |
| Books rounded and backed.....                      | 1, 481, 844       | 1, 264, 088       | 1, 149, 363       |
| Books marbled and edged.....                       | 221, 649          | 233, 261          | 194, 096          |
| Stamping impressions.....                          | 3, 026, 822       | 2, 268, 401       | 2, 382, 939       |
| Books cased in.....                                | 1, 574, 682       | 1, 377, 314       | 1, 182, 251       |
| Indexes cut.....                                   | 210, 383          | 208, 540          | 113, 349          |
| Sheets passed through ruling machines.....         | 43, 401, 288      | 38, 877, 279      | 26, 031, 001      |
| Signatures sewed.....                              | 94, 875, 192      | 75, 537, 845      | 72, 007, 352      |
| Copies punched or drilled.....                     | 108, 541, 046     | 97, 656, 073      | 93, 681, 368      |
| Sheets or lines perforated.....                    | 15, 890, 888      | 14, 159, 392      | 9, 366, 138       |
| Tablets made.....                                  | 4, 449, 865       | 4, 121, 102       | 3, 003, 727       |





## PRODUCTIVE.

| Division, office, or section.                                    | Salaries, wages, material and supplies for maintenance and operation. | Overhead charges on salaries, wages, material, and supplies. |              | Repairs, new work, miscellaneous charges, gas, and power. | Stock issued, illustrations ordered, and outside purchases vouchered. | Reconciliation between issues, orders, and same items computed. | Total.        | Credits by work for other sections. | Total productive division expense. |
|--|---|--|--------------|---|---|---|---------------|-------------------------------------|------------------------------------|
|  |   | Per cent.  | Amount.      |   |   |   |               |                                     |                                    |
| Job.....   | \$165,530.20  | 42.1871  | \$69,832.47  | \$15,136.33   |   |   | \$250,499.00  | \$13,575.43                         | \$236,923.57                       |
| Linotype.....  | 485,494.94  | 40.3417  | 195,857.12   | 487,968.59  |   |   | 1,169,320.65  | 92,446.59                           | 1,076,874.06                       |
| Monotype.....  | 729,601.29  | 40.2288  | 293,510.43   | 760,315.45  |   |   | 1,783,427.17  | 180,751.43                          | 1,602,675.74                       |
| Hand.....  | 271,864.07  | 41.2730  | 112,206.65   | 46,122.33   |   |   | 430,193.05    | 263,710.87                          | 166,482.18                         |
| Proof.....   | 524,328.84  | 39.5343  | 207,290.13   | 3,697.29  |   |   | 735,316.26    | 735,316.26                          |                                    |
| Foundry.....   | 193,161.48  | 40.5114  | 78,252.50    | 23,054.08   |   |   | 294,468.06    | 57,009.01                           | 237,459.05                         |
| Press.....   | 737,493.95  | 39.5990  | 292,040.78   | 100,957.80  | \$63.67   |   | 1,130,556.20  | 24,548.03                           | 1,106,008.17                       |
| Pamphlet binding.....  | 484,393.24  | 42.5230  | 205,978.63   | 16,808.01   | 9,634.36  |   | 716,814.24    | 5,903.48                            | 710,910.76                         |
| Ruling and sewing.....   | 299,024.24  | 46.2253  | 138,224.95   | 13,134.27   | 104,679.04  |   | 555,062.50    | 11,455.85                           | 543,606.65                         |
| Forwarding and finishing.....                                    | 366,924.58  | 46.0578  | 168,997.44   | 31,380.67   | 155,232.82  |   | 722,535.51    | 15,712.05                           | 706,823.46                         |
| Money order.....   | 25,464.11   | 37.1768  | 9,466.76     | 3,596.37  | 93,383.55   |   | 131,910.79    | 195.11                              | 131,715.68                         |
| Postal card.....   | 57,533.68   | 35.0288  | 20,153.41    | 7,808.08  | 415,608.14  |   | 501,103.31    |                                     | 501,103.31                         |
| Library printing branch.....                                     | 40,600.24   | 30.2212  | 12,269.91    | 1,099.24  | 25,196.19   |   | 79,165.58     | 6,459.67                            | 72,705.91                          |
| Library binding branch.....                                      | 93,049.88   | 31.8860  | 29,669.92    | 2,891.05  | 10,651.40   |   | 136,262.25    | 1,990.17                            | 134,272.08                         |
| Metal.....   | 9,665.05  | 38.1175  | 3,683.89     | 2,800.43  |   |   | 16,149.37     | 16,149.37                           |                                    |
| Legislative detail, chargeable.....                              | 27,137.51   | 18.3181  | 3,304.14     | 28.34   | 166.07  |   | 30,636.06     |                                     | 30,636.06                          |
| Purchasing (productive).....                                     | 24,233.54   | 23.3520  | 5,659.03     | 144.04  |   |   | 30,036.61     |                                     | 30,036.61                          |
| Stores (productive).....   | 85,709.78   | 39.6586  | 33,991.32    | 10,786.19   | 324.09  |   | 130,811.38    | 408.69                              | 130,402.69                         |
| Paper stock—press division.....                                  |   |  |              |   | 2,252,311.53  | +\$40,649.77  | 2,292,961.30  |                                     | 2,292,961.30                       |
| Illustrations.....   |   |  |              |   | 183,066.11  | -7,473.09   | 175,593.02    |                                     | 175,593.02                         |
| Outside purchases.....   |   |  |              |   | 20,514.80   | +2,889.01   | 23,403.81     |                                     | 23,403.81                          |
| Work for stock.....  |   |  |              | 28,311.21   |   | -28,311.21  |               |                                     |                                    |
| Heat, light, power, city post office.....                        |   |  |              | 57,304.08   |   |   | 57,304.08     |                                     | 57,304.08                          |
| Superintendent of Documents—other than printing and binding..... | 2,434.15  |  |              | 13,192.78   |   |   | 15,626.93     |                                     | 15,626.93                          |
| Total.....   | 4,623,644.77  | 40.7706  | 1,880,389.48 | 1,626,536.63  | 3,270,831.77  | +7,754.48   | 11,409,157.13 | 1,425,632.01                        | 9,983,525.12                       |

Total printing and binding charges, \$10,159,436.42.

TABLE NO. 5.—*Allotment appropriations made for Congress, the executive and judicial departments, and independent Government establishments; transfers and deposits to the credit thereof; and total charges for work executed in the fiscal year ended June 30, 1922.*

| Congress, departments, etc.                 | Allotment appropriations. | Transfers and deposits to June 30, 1921. |              | Total allotment appropriations, transfers, and deposits. | Charge for work executed. |              |  |                        | Total charge.  | Unexpended balance of allotment appropriations. |
|---|---------------------------|--|--------------|--|---------------------------|--------------|--|------------------------|----------------|---|
|   |                           | Allotment.                               | Repay.       |  | Allotment.                | Repay.       | Deposited to credit of miscellaneous receipts. | Chargeable to expense. |                |   |
| Congress.....                               | \$2,290,000.00            |  | \$482.38     | \$2,290,482.38   | \$2,084,375.32            | \$482.38     |  |                        | \$2,084,857.70 | \$205,624.68                                    |
| Private orders.....                         |                           |  |              |  |                           |              | \$40,734.04                                    |                        | 40,734.04      |   |
| Private orders for speeches.....            |                           |  |              |  |                           |              | 69,953.20                                      |                        | 69,953.20      |   |
| Government Printing Office.....             |                           |  |              |  |                           |              |  | \$35,170.78            | 35,170.78      |   |
| Office of Superintendent of Documents.....  |                           |  | 338,716.22   | 338,716.22   |                           | 338,716.22   |  |                        | 338,716.22     |   |
| State.....                                  | 55,000.00                 |  | 42,902.67    | 97,902.67  | 32,013.95                 | 42,902.67    |  |                        | 74,916.62      | 22,986.05                                       |
| Treasury.....                               | 700,554.64                | \$22,972.41                              | 741,246.75   | 1,464,773.80   | 400,318.93                | 741,246.75   |  |                        | 1,141,565.68   | 323,208.12                                      |
| War.....                                    | 450,000.00                | 39,312.64                                | 188,784.52   | 678,097.16   | 295,571.93                | 188,784.52   |  |                        | 484,356.45     | 193,740.71                                      |
| Navy.....                                   | 250,000.00                |  | 391,420.91   | 641,420.91   | 209,101.54                | 391,420.91   |  |                        | 600,522.45     | 40,898.46                                       |
| Interior.....                               | 265,000.00                | 32.25                                    | 39,341.80    | 304,374.05   | 225,236.92                | 39,341.80    |  |                        | 264,578.72     | 39,795.33                                       |
| Patent Office.....                          | 612,453.03                |  |              | 612,453.03   | 612,448.98                |              |  |                        | 612,448.98     | 4.05  |
| Geological Survey.....                      | 140,000.00                |  |              | 140,000.00   | 122,964.38                |              |  |                        | 122,964.38     | 17,035.62                                       |
| Smithsonian Institution.....                | 98,297.34                 |  | 23.05        | 98,320.39  | 95,663.34                 | 23.05        |  |                        | 95,691.39      | 2,629.00  |
| Justice.....                                | 40,000.00                 |  | 48,885.88    | 88,885.88  | 39,997.94                 | 48,885.88    |  |                        | 88,883.82      | 2.06  |
| Post Office.....                            | 750,000.00                | 122.46                                   | 1,065,637.33 | 1,815,759.79   | 574,978.54                | 1,065,637.33 |  |                        | 1,640,615.87   | 175,143.92                                      |
| Agriculture.....                            | 850,000.00                |  | 38,096.12    | 888,096.12   | 666,150.91                | 38,096.12    |  |                        | 704,247.03     | 183,849.09                                      |
| Commerce.....                               | 325,000.00                |  | 277,778.61   | 602,778.61   | 318,207.25                | 277,778.61   |  |                        | 595,985.86     | 6,792.75  |
| Labor.....                                  | 200,000.00                |  | 38,887.58    | 238,887.58   | 162,908.65                | 38,887.58    |  |                        | 201,796.23     | 37,091.35                                       |
| Library of Congress.....                    | 250,000.00                | 356.34                                   |              | 250,356.34   | 250,238.41                |              |  |                        | 250,238.41     | 117.93  |
| White House.....                            | 3,000.00                  |  |              | 3,000.00   | 2,864.44                  |              |  |                        | 2,864.44       | 135.56  |
| Pan American Union.....                     | 25,000.00                 |  | 2,254.73     | 27,254.73  | 24,941.46                 | 2,254.73     |  |                        | 27,196.19      | 58.64   |
| Supreme Court, District of Columbia.....    | 1,500.00                  |  |              | 1,500.00   | 1,490.69                  |              |  |                        | 1,490.69       | 9.31  |
| Supreme Court, United States.....           | 23,000.00                 |  |              | 23,000.00  | 20,761.55                 |              |  |                        | 20,761.55      | 2,238.45  |
| Court of Claims.....                        | 30,000.00                 |  |              | 30,000.00  | 29,999.70                 |              |  |                        | 29,999.70      | .30   |
| United States Court of Customs Appeals..... | 1,200.00                  |  |              | 1,200.00   | 455.80                    |              |  |                        | 455.80         | 744.20  |
| Interstate Commerce Commission.....         | 150,000.00                |  |              | 150,000.00   | 123,547.37                |              |  |                        | 123,547.37     | 26,452.63                                       |
| Civil Service Commission.....               | 75,000.00                 |  | 5,830.74     | 80,830.74  | 58,735.80                 | 5,830.74     |  |                        | 64,566.54      | 16,264.20                                       |
| Geographic Board.....                       | 2,000.00                  |  |              | 2,000.00   | 195.09                    |              |  |                        | 1,804.91       | 1,195.09  |
| General Accounting Office.....              | 49,445.36                 |  |              | 49,445.36  | 31,900.05                 |              |  |                        | 31,900.05      | 17,545.31                                       |
| Alien Property Custodian.....               |                           |  | 1,137.80     | 1,137.80   |                           | 1,137.80     |  |                        | 1,137.80       |   |
| Bureau of Engraving and Printing.....       |                           |  | 9,404.70     | 9,404.70   |                           | 9,404.70     |  |                        | 9,404.70       |   |
| Commissioners, District of Columbia.....    |                           |  | 5,865.44     | 5,865.44   |                           | 5,865.44     |  |                        | 5,865.44       |   |
| Employees' Compensation Commission.....     |                           |  | 3,806.67     | 3,806.67   |                           | 3,806.67     |  |                        | 3,806.67       |   |
| Federal Board for Vocational Education..... |                           |  | 27,490.21    | 27,490.21  |                           | 27,490.21    |  |                        | 27,490.21      |   |
| Federal Reserve Board.....                  |                           |  | 53,713.79    | 53,713.79  |                           | 53,713.79    |  |                        | 53,713.79      |   |
| Federal Trade Commission.....               |                           |  | 24,074.35    | 24,074.35  |                           | 24,074.35    |  |                        | 24,074.35      |   |

|   |              |           |              |               |              |              |            |           |               |              |
|---|--------------|-----------|--------------|---------------|--------------|--------------|------------|-----------|---------------|--------------|
| National Advisory Committee for Aero-       |              |           |              |               |              |              |            |           |               |              |
| nautics.....                                |              |           | 8,181.60     | 8,181.60      |              | 8,181.60     |            |           | 8,181.60      |              |
| Panama Canal.....                           |              |           | 5,096.20     | 5,096.20      |              | 5,096.20     |            |           | 5,096.20      |              |
| Railroad Administration.....                |              |           | 19,427.59    | 19,427.59     |              | 19,427.59    |            |           | 19,427.59     |              |
| Railroad Labor Board.....                   |              |           | 6,854.28     | 6,854.28      |              | 6,854.28     |            |           | 6,854.28      |              |
| Shipping Board.....                         |              |           | 42,232.30    | 42,232.30     |              | 42,232.30    |            |           | 42,232.30     |              |
| Tariff Commission.....                      |              |           | 19,728.53    | 19,728.53     |              | 19,728.53    |            |           | 19,728.53     |              |
| Veterans' Bureau.....                       |              |           | 159,211.87   | 159,211.87    |              | 159,211.87   |            |           | 159,211.87    |              |
| War Finance Corporation.....                |              |           | 9,855.86     | 9,855.86      |              | 9,855.86     |            |           | 9,855.86      |              |
| National Training School for Boys.....      |              |           | 300.18       | 300.18        |              | 300.18       |            |           | 300.18        |              |
| MISCELLANEOUS.                              |              |           |              |               |              |              |            |           |               |              |
| Commission of Fine Arts.....                |              |           | 1,801.79     | 1,801.79      |              | 1,801.79     |            |           | 1,801.79      |              |
| Interdepartmental Social Hygiene Board..... |              |           | 1,870.38     | 1,870.38      |              | 1,870.38     |            |           | 1,870.38      |              |
| Bureau of Efficiency.....                   |              |           | 1,330.09     | 1,330.09      |              | 1,330.09     |            |           | 1,330.09      |              |
| Inter American High Commission.....         |              |           | 849.56       | 849.56        |              | 849.56       |            |           | 849.56        |              |
| National Forest Reservation Commission..... |              |           | 84.46        | 84.46         |              | 84.46        |            |           | 84.46         |              |
| District of Columbia Court of Appeals.....  |              |           | 1,519.69     | 1,519.69      |              | 1,519.69     |            |           | 1,519.69      |              |
| Federal Power Commission.....               |              |           | 2,299.05     | 2,299.05      |              | 2,299.05     |            |           | 2,299.05      |              |
| International Boundary Commission.....      |              |           | 168.77       | 168.77        |              | 168.77       |            |           | 168.77        |              |
| Public Buildings Commission.....            |              |           | 90.05        | 90.05         |              | 90.05        |            |           | 90.05         |              |
| International Joint Commission.....         |              |           | 490.99       | 490.99        |              | 490.99       |            |           | 490.99        |              |
| Rock Creek and Potomac Parkway Com-         |              |           |              |               |              |              |            |           |               |              |
| mission.....                                |              |           | 13.39        | 13.39         |              | 13.39        |            |           | 13.39         |              |
| Lincoln Memorial.....                       |              |           | 1,296.47     | 1,296.47      |              | 1,296.47     |            |           | 1,296.47      |              |
| National Home for Disabled Volunteer        |              |           |              |               |              |              |            |           |               |              |
| Soldiers.....                               |              |           | 19.11        | 19.11         |              | 19.11        |            |           | 19.11         |              |
| Total.....                                  | 7,636,450.37 | 62,796.10 | 3,628,504.46 | 11,327,750.93 | 6,385,073.94 | 3,628,504.46 | 110,687.24 | 35,170.78 | 10,159,436.42 | 1,314,172.53 |

TABLE NO. 6.—*Classified statement of printing and binding executed for Congress, the executive and judicial departments, and independent Government establishments, and total charges for principal items thereof during fiscal year ended June 30, 1922.*

| Kind or description of work.                        | Number of copies. | Number of type pages. | Publications bound. | Charge for composing room work except author's corrections. | Charge for author's corrections. | Charge for electrotyping and stereotyping. | Charge for pressroom work. | Charge for bindery work. | Charge for illustrations or engravings. | Charge for paper. | Charge for rush and overtime work. | Charge for miscellaneous items. | Total charge. |
|---|-------------------|-----------------------|---------------------|---|----------------------------------|--|----------------------------|--------------------------|---|-------------------|------------------------------------|---------------------------------|---------------|
| Letterheads, noteheads, and envelopes.....          | 146,375,175       | .....                 | .....               | \$14,646.49   | \$53.15                          | \$983.79                                   | \$58,904.75                | \$14,752.16              | \$32.66                                 | \$170,092.16      | \$126.09                           | \$349.28                        | \$259,940.53  |
| Embossed letterheads, noteheads, and envelopes..... | 877,402           | .....                 | .....               | 59.45   | .88                              | 2.40                                       | 3,142.95                   | 188.10                   | 73.10                                   | 2,573.90          | .....                              | 9.94                            | 6,050.72      |
| Blanks, notices, schedules, cards, etc.....         | 2,094,114,345     | .....                 | .....               | 275,340.60  | 16,025.41                        | 21,904.11                                  | 335,592.67                 | 281,355.37               | 7,402.46                                | 1,080,205.13      | 21,267.60                          | 642,153.19                      | 2,681,246.54  |
| Blank books with patent backs, etc.....             | 3,879             | .....                 | .....               | 3,326.51  | 49.65                            | 215.00                                     | 2,241.54                   | 29,795.52                | .....                                   | 7,101.08          | 38.41                              | 2.26                            | 42,769.97     |
| Blank books without patent backs.....               | 1,528,439         | .....                 | .....               | 12,375.45   | 678.11                           | 1,963.72                                   | 46,536.58                  | 219,481.65               | 144.65                                  | 118,364.04        | 973.28                             | 208.42                          | 400,725.90    |
| Binding newspapers, documents, reports, etc.....    | 87,693            | .....                 | .....               | .....   | .....                            | .....                                      | .....                      | 261,543.94               | .....                                   | .....             | .....                              | .....                           | 261,543.94    |
| Loose-leaf and other patent binders, etc.....       | 2,523             | .....                 | .....               | .....   | .....                            | .....                                      | .....                      | .....                    | .....                                   | .....             | .....                              | 5,088.04                        | 5,088.04      |
| Publications smaller than octavo.                   | 2,600,705         | 20,990                | 92,647              | 37,382.43   | 3,053.68                         | 5,147.23                                   | 12,938.73                  | 43,046.35                | 2,087.71                                | 33,691.16         | 1,826.44                           | .18                             | 139,783.91    |
| Octavo publications.....                            | 70,992,690        | 603,825               | 788,180             | 1,034,176.78  | 104,268.14                       | 121,917.50                                 | 248,234.68                 | 523,149.88               | 111,703.00                              | 564,759.58        | 94,556.19                          | 36.09                           | 2,802,801.84  |
| Royal octavo publications.....                      | 2,510,814         | 107,931               | 84,770              | 145,898.16  | 17,449.29                        | 10,851.64                                  | 33,865.21                  | 86,457.58                | 16,297.75                               | 48,247.15         | 12,445.20                          | 227.37                          | 371,739.35    |
| Quarto publications.....                            | 11,123,434        | 168,836               | 31,810              | 440,723.58  | 33,879.68                        | 20,944.20                                  | 52,943.92                  | 83,458.55                | 19,899.60                               | 91,571.66         | 12,565.20                          | 38.37                           | 756,024.76    |
| Miscellaneous publications.....                     | 7,422,782         | 488,024               | 153,043             | 20,674.26   | 972.54                           | 735.74                                     | 44,709.40                  | 129,716.23               | 14,503.54                               | 115,333.33        | 262.99                             | 220.95                          | 327,191.98    |
| General miscellaneous charges.                      | .....             | .....                 | .....               | 29,737.33   | 2,724.66                         | 28,314.68                                  | 10,525.52                  | 109,367.60               | 7,413.24                                | 102,499.95        | 449.54                             | 112,240.33                      | 403,272.85    |
| Congressional Record for year.                      | .....             | 27,056                | 43,200              | 172,299.00  | 5,818.84                         | 50,268.00                                  | 75,239.73                  | 180,272.27               | 147.87                                  | 136,559.69        | 79,162.38                          | 13,318.01                       | 713,085.79    |
| Bills, resolutions, and amendments.....             | .....             | 42,767                | .....               | 73,276.49   | 443.98                           | .....                                      | 29,182.90                  | 6,043.30                 | .....                                   | 6,809.55          | 27,237.22                          | .....                           | 142,993.44    |
| Specifications of patents, trademarks, etc.....     | 125,459           | .....                 | .....               | 368,025.72  | 5,411.20                         | 6.28                                       | 40,613.00                  | 2,683.42                 | .....                                   | 11,822.69         | .....                              | .....                           | 428,562.31    |
| Official Gazette, Patent Office.                    | 14,225            | .....                 | .....               | 90,494.05   | 184.42                           | 572.34                                     | 12,549.90                  | 11,355.54                | 13,387.66                               | 26,940.08         | .....                              | .....                           | 155,483.99    |
| Money-order office, forms and books.....            | .....             | .....                 | .....               | 2,662.44  | 159.91                           | 784.80                                     | 27,379.97                  | 33,866.67                | .....                                   | 51,654.32         | 157.79                             | 144,464.66                      | 261,130.56    |
| Total charge.....                                   | .....             | .....                 | .....               | 2,721,098.74  | 191,173.54                       | 264,671.43                                 | 1,034,601.45               | 2,017,134.13             | 193,103.24                              | 2,568,228.47      | 251,068.33                         | 918,357.09                      | 10,159,436.42 |



TABLE 7.—*Inventory of quantity and cost of paper, envelopes, material, and machinery on hand June 30, 1922.*

| Description.                            | Reams.  | Pounds.     | Cost.           |
|---|---------|-------------|-----------------|
| Paper and envelopes:                    |         |             |                 |
| Newsprint.....                          |         | 121, 765    | \$4, 614. 89    |
| Machine-finish printing.....            | 12, 558 |             | 34, 826. 42     |
| Do.....                                 |         | 1, 016, 181 | 59, 864. 25     |
| Rag machine-finish printing.....        | 2, 471  |             | 12, 321. 58     |
| Opaque printing.....                    | 2, 139  |             | 9, 574. 81      |
| Antique and deckle-edged printing.....  | 138     |             | 422. 72         |
| Sized and supercalendered printing..... | 3, 355  |             | 16, 164. 46     |
| Do.....                                 |         | 51, 532     | 3, 215. 60      |
| Coated book.....                        | 543     |             | 5, 221. 12      |
| United States money order.....          |         | 132, 229    | 24, 499. 77     |
| Writing.....                            | 43, 231 |             | 142, 855. 17    |
| Do.....                                 |         | 125, 535    | 8, 831. 52      |
| Map and bond.....                       | 14, 237 |             | 61, 666. 25     |
| Commercial ledger.....                  | 2, 550  |             | 27, 597. 30     |
| Ledger.....                             | 2, 271  |             | 34, 551. 62     |
| Cover.....                              | 1, 070  |             | 5, 325. 01      |
| Kraft.....                              | 3, 835  |             | 13, 422. 50     |
| Wood manila.....                        | 802     |             | 1, 360. 21      |
| Do.....                                 |         | 192, 204    | 8, 662. 52      |
| Rope and sulphite manila.....           | 883     |             | 6, 820. 32      |
| Do.....                                 |         | 2, 453      | 221. 33         |
| Manila board.....                       | 138     |             | 1, 033. 54      |
| Do.....                                 |         | 51, 828     | 2, 597. 01      |
| Cardboard.....                          | 103     |             | 1, 910. 24      |
| Bristol board.....                      | 780     |             | 4, 129. 16      |
| Do.....                                 |         | 222, 822    | 10, 727. 81     |
| Index bristol.....                      | 248     |             | 9, 022. 32      |
| Marble, comb and lining.....            | 154     |             | 1, 085. 43      |
| Do.....                                 |         | 4, 355      | 1, 715. 38      |
| Miscellaneous.....                      | 787     |             | 6, 621. 24      |
| Do.....                                 |         | 5, 469      | 420. 48         |
| Straw and chip board.....               |         | 66, 200     | 1, 189. 44      |
| Binder's board.....                     |         | 213, 150    | 5, 653. 90      |
| Total.....                              |         |             | 528, 145. 32    |
| Envelopes.....                          |         |             | 40, 544. 31     |
| Grand total.....                        |         |             | 568, 689. 63    |
| Material and supplies:                  |         |             |                 |
| Stationery and office supplies.....     |         |             | 1, 360. 24      |
| Medical and hospital supplies.....      |         |             | 286. 73         |
| Scientific and education supplies.....  |         |             | 6. 92           |
| Bindery supplies.....                   |         |             | 18, 450. 89     |
| Mechanical supplies.....                |         |             | 81, 997. 15     |
| Material.....                           |         |             | 73, 430. 94     |
| Miscellaneous supplies.....             |         |             | 13, 398. 00     |
| Miscellaneous equipment.....            |         |             | 5, 885. 02      |
| Miscellaneous equipment (motors).....   |         |             | 6, 443. 90      |
| Public documents supplies.....          |         |             | 96. 00          |
| Total.....                              |         |             | 201, 355. 79    |
| Machinery and equipment:                |         |             |                 |
| Office machinery.....                   |         |             | 28, 823. 98     |
| Scientific and medical equipment.....   |         |             | 1, 496. 74      |
| All other machinery and equipment.....  |         |             | 3, 143, 633. 03 |
| Total.....                              |         |             | 3, 173, 953. 75 |

TABLE No. 8.—*Annual reports and documents printed upon requisition during fiscal year ended June 30, 1922.*

| Department.                                 | Copies.      | Department.                                      | Copies.      |
|---|--------------|--|--------------|
| State.....                                  | 282, 015     | Employees' Compensation Commission.....          | 1, 042       |
| Treasury.....                               | 5, 142, 859  | Veterans' Bureau.....                            | 315, 787     |
| War.....                                    | 9, 026, 599  | Federal Board for Vocational Education.....      | 143, 833     |
| Navy.....                                   | 2, 382, 155  | Federal Reserve Board.....                       | 487, 168     |
| Interior.....                               | 2, 854, 331  | Federal Trade Commission.....                    | 159, 540     |
| Smithsonian.....                            | 187, 902     | National Advisory Committee for Aeronautics..... | 16, 663      |
| Justice.....                                | 21, 384      | Panama Canal.....                                | 3, 759       |
| Post Office.....                            | 4, 076, 505  | Railroad Administration.....                     | 20, 650      |
| Agriculture.....                            | 32, 368, 694 | Shipping Board.....                              | 24, 345      |
| Commerce.....                               | 3, 532, 769  | Tariff Commission.....                           | 36, 065      |
| Labor.....                                  | 1, 243, 202  | Inter American High Commission.....              | 3, 900       |
| Library of Congress.....                    | 153, 360     | Interdepartmental Social Hygiene Board.....      | 7, 801       |
| Executive Office.....                       | 38, 283      | Railroad Labor Board.....                        | 79, 935      |
| Public Printer.....                         | 1, 000       | National Forest Reservation Commission.....      | 1, 000       |
| Pan American Union.....                     | 195, 800     | War Finance Corporation.....                     | 158, 000     |
| Supreme Court, United States.....           | 1, 100       | Commission of Fine Arts.....                     | 1, 703       |
| Court of Claims.....                        | 3, 240       | Court of Appeals, District of Columbia.....      | 1, 055       |
| Bureau of Efficiency.....                   | 14, 032      | Public Buildings Commission.....                 | 250          |
| Federal Power Commission.....               | 8, 545       | International Joint Commission.....              | 200          |
| United States Court of Customs Appeals..... | 100          | Lincoln Memorial Commission.....                 | 10, 012      |
| Interstate Commerce Commission.....         | 1, 869, 232  | Grand total.....                                 | 66, 518, 514 |
| Civil Service Commission.....               | 601, 607     |  |              |
| United States Geographic Board.....         | 2, 800       |  |              |
| General Accounting Office.....              | 18, 883      |  |              |
| Alien Property Custodian.....               | 3, 012       |  |              |
| Commissioners, District of Columbia.....    | 17, 397      |  |              |

TABLE No. 9.—*Condemned machinery, materials, etc., sold during fiscal year ended June 30, 1922.*

|                                       |              |
|---------------------------------------|--------------|
| Condemned machinery and material..... | \$2, 333. 26 |
| Sales of leather scraps.....          | 21. 98       |
| Sales of refuse wood.....             | 1, 994. 35   |
| Sales of waste paper.....             | 90, 250. 30  |
| Sales of waste metal.....             | 4, 855. 60   |
| Proceeds of waste gold.....           | 1, 006. 36   |